

WALLISDEAN INFANT SCHOOL

CCTV POLICY



1. INTRODUCTION

- 1.1. The purpose of this Policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) by Wallisdean Infant School, hereafter referred to as 'the school'.
- 1.2. The system comprises of three fixed cameras located around the school site.
- 1.3. The system does not have sound recording capability.
- 1.4. All cameras are monitored from the Head Teacher's or Administrative Office and images are only available to selected senior staff.
- 1.5. This Policy follows Data Protection Act guidelines.
- 1.6. The school's CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images, is covered by the Data Protection Act 1998.
- 1.7. This policy will be subject to review bi-annually and will include consultation with interested parties as appropriate.

2. OBJECTIVES OF THE CCTV SYSTEM

- 2.1. To protect the school buildings and assets and reduce the incidents of vandalism.
- 2.2. To protect pupils, staff and visitors.
- 2.3. Without prejudice, to protect the personal property of pupils, staff and visitors.
- 2.4. To support the police in preventing and detecting crime.
- 2.5. To assist in identifying, apprehending and prosecuting offenders.
- 2.6. To assist in managing the school.

3. STATEMENT OF INTENT

- 3.1. The CCTV system will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- 3.2. The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.
- 3.3. Cameras will be used to monitor activities within the school grounds to identify criminal activity actually occurring, anticipated, or perceived. It will be used for the purpose of protecting school property and securing the safety and wellbeing of the pupils, staff and school visitors.
 - 3.3.1. The system has been designed to deny observation on adjacent private homes, gardens and other areas of private property.
- 3.4. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

- 3.4.1. Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police.
 - 3.4.2. Images will never be released to the media for purposes of entertainment.
- 3.5. The planning and design has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.6. CCTV will not be used in classrooms.
- 3.7. Members of staff are aware of where CCTV cameras are situated.
- 3.8. CCTV warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site.

4. SYSTEM MANAGEMENT

- 4.1. The system will be administered and managed by the Head Teacher who will act as the Data Controller, in accordance with the principles and objectives expressed in the policy.
- 4.2. The day-to-day management will be the responsibility of both the Head Teacher and the Senior Administrative Officer, who will act as the System Manager.
- 4.3. Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.
- 4.4. The system and the data collected will only be available to the Data Controller, the principal and the System Manager.
- 4.5. The CCTV system will be operated 24 hours each day, every day of the year.
- 4.6. The System Manager will regularly check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.
- 4.7. The System Manager must satisfy themselves of the identity of any person wishing to view images or access the system and the legitimacy of the request. Where any doubt exists access will be refused.
- 4.8. Details of **ALL** visits and visitors will be recorded in the system log book including time/data of access and details of images viewed.
- 4.9. Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

5. LIAISON

- 5.1. Liaison meetings may be held with all bodies involved in the support of the system.

6. DOWNLOAD MEDIA PROCEDURES

- 6.1. In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download media used to record

events from the hard drive must be prepared in accordance with the following procedures: -

- 6.1.1. Each download media must be identified by a unique mark.
- 6.1.2. Before use, each download media must be cleaned of any previous recording.
- 6.1.3. The System Manager will register the date and time of download media insertion, including its reference.
- 6.1.4. Download media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a download media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.
- 6.1.5. If download media is archived the reference must be noted.
- 6.2. Images may be viewed by the police for the prevention and detection of crime.
- 6.3. A record will be maintained of the release of any download media to the police or other authorised applicants.
- 6.4. Viewing of images by the police must be recorded in writing.
- 6.5. Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the school, and download media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the secure evidence store, complete in its sealed bag.
- 6.6. The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.
- 6.7. Applications received from outside bodies (eg solicitors) to view or release images will be referred to the Hampshire County Council, Legal department.

7. ASSESSMENT OF THE SYSTEM AND CODE OF PRACTICE

- 7.1. Performance monitoring, including random operating checks, may be carried out by the Head Teacher or Senior Administrative Officer.

8. COMPLAINTS

- 8.1. Any complaints in relation to the school's CCTV system should be addressed to the Head Teacher.

9. ACCESS BY THE DATA SUBJECT

- 9.1. Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 9.2. All requests should be made in writing to the Head Teacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.
- 9.3. The school will respond to requests within 40 calendar days of receiving the written request and fee.
- 9.4. A fee of £10 will be charged per request.
- 9.5. The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

10. PUBLIC INFORMATION

- 10.1. Copies of this policy will be available to the public via the school's website or from the school office.

11. SUMMARY OF KEY POINTS

- 11.1. The CCTV system is owned and operated by Wallisdean Infant School.
- 11.2. The CCTV system and images are not available to visitors except under circumstances as outlined in this policy.
- 11.3. Liaison meetings may be held with the police and other bodies if required.
- 11.4. Downloaded media will be used properly indexed, stored and destroyed after appropriate use, in accordance with the Data Protection Act.
- 11.5. Images may only be viewed by authorised School/Hampshire County Council Officers and the police.
- 11.6. Downloaded media required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- 11.7. Downloaded media will not be made available to the media for commercial or entertainment purposes.

12. REFERENCES INFORMATION

13. The Data Protection Act

http://www.ico.org.uk/for_organisations/data_protection/topic_guides/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.pdf

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