Foxfield School



CCTV

Policy Document

Updated 28/01/2020

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**INTRODUCTION**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Foxfield School

The system comprises of a two Digital Video Recording (DVR) control units, located in the 2 secure server rooms. These are remotely controlled from a password protected PC located in the school office. The system has 66 fixed and 2 moving cameras located around the school site, internally and externally. All cameras are monitored from within the school and are only available to designated staff, comprising of members of the admin Team, members of the Senior Leadership Team (SLT) and a one designated member of staff.

This policy follows Data Protection Act guidelines and the CCTV system and policy is operated within the Information Commissioner’s Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.

The CCVT policy will be subject to review annually or as legal advice changes, to include consultation as appropriate with interested parties; SLT and the Schools Governing Body.

The CCTV system is a digital system which is owned wholly by the school and is an entirely closed system with no wireless capability. At present the system does not make audio recordings.

**OBJECTIVES OF THE CCTV SCHEME**

Along with a range of measures, the CCTV system will be used to:

1. Help maintain an environment for students, staff and others, which supports their safety and welfare.
2. Deter crime against persons, and against the school buildings and school assets.
3. Assist in the identification and prosecution of persons having committed an offence.
4. To support the Police in a bid to deter and detect crime
5. To protect members of the public
6. To assist in managing the school

**STATEMENT OF INTENT**

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice, as well as the Surveillance Camera Code of Practice 2013 published by the Home Office.

The school will treat as data all CCTV recordings and relevant information.

Cameras will be used to monitor activities within the school and grounds in line with the objectives of the scheme.

Static cameras are set as to not focus on private homes, gardens and other areas of private property.

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained in writing for directed surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

Materials or knowledge secured as a result of CCTV will not be released to the media, or used for any commercial purpose, or for the purpose of entertainment. Recordings will only be released under the written authority from the Police, or in respect of a subject access request.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. It is not possible, however, to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to internal areas covered by the school’s CCTV and within the field of view for all external CCTV cameras.

The Code of Practice (revised 2014) is published at:

<https://ico.org.uk/media/about-the-ico/consultations/2044/draft-cctv-cop.pdf>

On the rare occasions when the school may wish to use CCTV covertly (ie, without making people aware of it), an application must be made under the Regulation of Investigatory Powers Act (RIPA). If covert surveillance is planned or has taken place, copies of the Authorisation Forms, including any Review must be completed and retained.

Covert recording may take place:

* Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
* Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
* In these circumstances authorisation must be obtained from a member of the senior leadership team.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

Where the police wish to undertake convert surveillance, they will gain authorisation from their own SPOC.

**OPERATION OF THE SYSTEM**

The Scheme will be administered and managed by the Headteacher or his designated member of staff, in accordance with the principles and objectives expressed in the code.

The day-to-day management will be the responsibility of the Senior Leadership (SLT), the designated member of staff, the admin team and the site team out of hours and at weekends. The designated member of staff will also check on a weekly basis that the system is operating effectively and in particular that the equipment is properly recording and that cameras are functional.

The system will be regularly serviced and maintained. Defects will be reported to the servicing company at the earliest convenient opportunity.

The PC control system will only be accessed by SLT, the designated member of staff the admin team. Operators must satisfy themselves that all persons viewing CCTV material will have a right to do so. Operators must ensure the PC is left secure when not in use.

The CCTV system will be in operation 24 hours each day, for every day of the year.

**REPORTING AND MONITORING**

Camera surveillance may be maintained at all times.

Monitoring of the entrance lobby and foray will be maintained within working hours by office admin staff through a wall mounted monitor installed in the main office. Access to the monitor must be restricted to staff where those areas being monitored are not in plain view.

Live and recorded materials may be viewed by authorised operators in investigating an incident and recorded material may be downloaded from the system in line with the objectives of the scheme. Authorised operators downloading files for use will refer to and abide by the guidelines set out but the scheme and schools E-data storage and use policy.

Images (stills and footage) may be viewed by the Police for the detection of crime.

A record will be maintained of the release of images to the Police or other authorised applicants (see appendix 1)

Viewing of images by the Police must be recorded in writing and in the log book. Requests by the Police can allowable under section 29 of the Data Protection Act (DPA) 1998

Should images be required as evidence, a digital copy may be released to the Police. The school retains the right to refuse permission for the Police to pass the images to any other person. The Police may require the school to retain images for possible use as evidence in the future. Such images will be securely stored until they are needed by the Police

Applications received from outside bodies (e.g. solicitors) to view or release images will be referred to the Headteacher. In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee may be charged at £10 in such circumstances, which is appropriate for subject access requests.

**DATA STORAGE**

The system will automatically delete all recordings held on the main control unit after approximately one month.

Specific recordings requested by authorised individuals or agencies will be retained for only as long as these are required.

All retained data will be stored securely.

All data is subject to the schools E-data policy and the Data Protection Act 1998.

**ACCESS BY DATA SUBJECT AND OUTSIDE AGENCIES**

Under section 7 of the Data Protection Act 1998, individuals who are the subject of personal data are entitled to request access to it. This includes CCTV images where they are defined as personal data within the meaning of the Act. If a request is received, a fee (up to a maximum £10) can be charged and a copy of the images must be provided within 40 days of the request.

Recent legal cases have raised the issue of when CCTV images should be considered as personal data. Guidance arising from this implies that personal data must be substantially about the person and should affect their privacy in some way. In relation to CCTV this will not include all images: A wide shot of, for example, a playground or school corridor with many people in view of the cameras would not normally be considered as the personal data of all those involved. However, where a camera has picked up an individual or group of individuals specifically, or has been moved to zoom in on them, the images recorded can be considered personal data.

Where a request has been made to obtain a copy of an image or recording, an application must be made in writing, together with details of themselves to allow you to identify them as the subject of the images and to locate the images on the system. The individual may wish to access either a still image or part of a recording. Where third parties are included in the images, they should be removed where this is technically possible. Where removal is not possible, a balanced decision needs to be made by the Headteacher, which considers whether the images would involve an unfair intrusion into the privacy of third parties in the image(s), cause unwarranted harm or distress, and whether it is reasonable in all circumstances to release the information to the individual.

There is no obligation to provide information where a request has been made after CCTV records have been routinely destroyed in accordance with this policy (ie, for recordings that no longer exist). However, where a request has been made for recordings still in existence, they must not be destroyed until the request is complete.

Viewing of CCTV recordings by the Police must be recorded in writing. Requests by the Police are actioned under section 29 of the Data Protection Act. The Police should provide a completed section 29 form stating that the information is required for the prevention and detection of crime. If a form is not available, or in an emergency, the school must record it in the log book when and why the information has been released.

**VIEWING CCTV FOTAGE REQUESTS**

Persons wishing to view CCTV footage must compete a request form (Appendix 1) stating reasons for the request.

Reasons include:

* Help maintain an environment for students, staff and others, which supports their safety and welfare.
  + Identifying causes of incidents by staff involved
* Assist in the identification and prosecution of persons having committed an offence.
* To support the Police in a bid to deter and detect crime
* To protect members of the public
* To assist in managing the school
  + Finding missing items
  + Finding missing pupils

**BREECHES OF THIS POLICY**

Any breach or alleged breach of this policy or school guidelines on the use of CCTV by school staff or other individuals should be investigated by the Headteacher.

An investigation should be carried out into any breaches of policy and procedures reviewed or put in place to ensure that the situation does not arise again.

Any complaints about the operation of the CCTV system should be addressed to the Headteacher, where they will be dealt with according to the school’s standard complaints procedures, with reference to this policy.

**SUMMARY OF KEY POINTS**

* This Policy will be reviewed every 12 months.
* The CCTV system is owned and operated by the school.
* The Control PC will not be staffed out of school hours.
* The Control PC will not be accessible to visitors except by prior arrangement and good reason.
* The Hard Drive may only be viewed by Authorised School personnel and the Police.
* All viewed footage must be recorded in the log book, stating valid reason for viewing.
* Images required as evidence will be properly recorded on a disk from the Hard Drive, witnessed and packaged before copies are released to the police.
* Recordings will not be made available to the media for commercial or entertainment.
* Recordings will be disposed of securely.
* Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with academy policies and procedures and be authorised by the Headteacher. The Data Protection Co-ordinator for Schools, Education Department, provides additional information if required.
* Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
* Breaches of the code and remedies will be reported to the Headteacher.

Appendix 1b

**RECORD OF HISTORIC CCTV FOOTAGE VIEWED BY AUTHORISED STAFF MEMBERS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Incident** | |  | **Date viewed** |  | | **Sleuth Reference** | |  | |
| **Time of incident** | |  | **Camera Number/ Name** |  | | **Back up made** | | **Y** | **N** |
| **Brief description of incident:** | | | **Reason for viewing:** | | | **Action taken:** | | | |
|  | | |  | | |  | | | |
| **Viewed by:** |  | | | | **Authorised by:** | |  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Incident** | |  | **Date viewed** |  | | **Sleuth Reference** | |  | |
| **Time of incident** | |  | **Camera Number/ Name** |  | | **Back up made** | | **Y** | **N** |
| **Brief description of incident:** | | | **Reason for viewing:** | | | **Action taken:** | | | |
|  | | |  | | |  | | | |
| **Viewed by:** |  | | | | **Authorised by:** | |  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Incident** | |  | **Date viewed** |  | | **Sleuth Reference** | |  | |
| **Time of incident** | |  | **Camera Number/ Name** |  | | **Back up made** | | **Y** | **N** |
| **Brief description of incident:** | | | **Reason for viewing:** | | | **Action taken:** | | | |
|  | | |  | | |  | | | |
| **Viewed by:** |  | | | | **Authorised by:** | |  | | |