



Sandridge Primary School CCTV Policy



This policy was ratified by the Governing Body on 21st May 2018.

This policy will be reviewed in full by the Governing Body on an annual basis.

It is due for review in May 2019.

Signature
Headteacher

A handwritten signature in black ink, appearing to read 'Roberts', is written over the signature line.

Date 21st May 2018



Signature
Chair of Governors

Date: 21st May 2018

1. INTRODUCTION

- 1.1 Sandridge School uses closed circuit television (CCTV) images to reduce crime and monitor the school building in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.
- 1.2 The system comprises a number of fixed and dome cameras.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.
- 1.5 The CCTV is monitored centrally from the school offices by Office Manager; Mrs Virji and Secretary; Mrs McCallum.
- 1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.
- 1.7 The school's CCTV Scheme is registered with the Information Commissioner's Office. This policy outlines the school's use of CCTV and how it complies with the General Data Protection Regulation 2016/679.
- 1.8 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to, and disclosure of, recorded images.

2. STATEMENT OF INTENT

- 2.1 The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at: <https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>
- 2.2 CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix B). In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.
- 2.3 The planning and design has endeavoured to ensure that the Scheme 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. SITING THE CAMERAS

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the GDPR.
- 3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.
- 3.3 CCTV will not be used in classrooms but in areas within school that have been identified by staff and pupils as not being easily monitored.
- 3.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

4. COVERT MONITORING

- 4.1 The school may, in exceptional circumstances, set up covert monitoring. For example:
 - i) 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;
 - ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.2 In these circumstances authorisation must be obtained from the Headteacher.
- 4.3 Covert monitoring must cease following completion of an investigation.
- 4.4 Cameras sited for this purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

5. STORAGE AND RETENTION OF CCTV IMAGES

- 5.1 Recorded data will not be retained for longer than necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2 All retained data will be stored securely.

6. ACCESS TO CCTV IMAGES

- 6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

7. SUBJECT ACCESS REQUESTS (SAR)

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under GDPR.
- 7.2 All requests should be made in writing to the Data Protection Officer – Andy Boxer: dpo@sandridge.herts.sch.uk. 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.

7.3 The school will respond to requests within one calendar month of receiving the request.

7.4 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.

8. ACCESS TO AND DISCLOSURE OF IMAGES TO THIRD PARTIES

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g investigators).

8.2 Requests should be made in writing to the Data Protection Officer.

8.3 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9. COMPLAINTS

9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

10. FURTHER INFORMATION

10.1 Further information on CCTV and its use is available from the following:

- www.ico.gov.uk
- GDPR May 2018

APPENDIX A Checklist

Sandridge School has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of our pupils, staff and visitors. It will not be used for any other purposes. We conduct an annual review of our CCTV.

| | Checked / date | By | Date of next review |
|--|----------------|---------------------------------|---------------------|
| Notification has been submitted to the Information Commissioner and the next renewal date recorded | | Headteacher | |
| There is a named individual who is responsible for the operation of the system. | Yes | Fiona Virji (Office Manager) | |
| A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required. | Yes | | |
| Staff and members of the school community will be consulted about the proposal to install any further CCTV equipment. | Yes | | |
| Cameras have been sited so that they provide clear images. | Yes | | |
| Cameras have been positioned to avoid capturing the images of persons not visiting the school site. | Yes | | |
| There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign. | | | |
| Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them. | | | |
| The recorded images will only be retained long enough for any incident to come to light (e.g for a theft to be noticed) and the incident to be investigated. | Yes | | |
| Except for law enforcement bodies, images will not be provided to third parties. | Yes | | |
| The School knows how to respond to individuals making requests for copies of their own images. If unsure, the DPO will seek advice from the ICO as soon as a request is made. | Yes | Andy Boxer DPO | |

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|--|-----|-----|--|
| Regular checks are carried out to ensure that the system is working properly and produces high quality images. | Yes | IFS | |
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APPENDIX B CCTV signage

It is a requirement of the GDPR to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries

