




# CCTV Policy

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## Policy for the Use of the CCTV System

November 2017

<b>Signed:</b>	
<b>Date:</b>	<b>November 2017</b>
<b>Date of Review:</b>	November 2018

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

## **Introduction**

This policy has been drawn up and agreed by the Arbor Academy Trust. It governs the activities of those involved in the operation and installation of a school CCTV system. The policy will follow the guidelines published by the Home Office and the Information Commissioners Office (ICO) 2008 on the use of CCTV in public places.

## **The System**

Camera positions have been carefully located to ensure they are appropriate and effective whilst minimizing any collateral intrusion. It is impossible, however, to ensure that every incident will be seen or recorded. The CCTV system will be maintained in accordance with the Data Commissioners CCTV Code of Practice Guidelines (2008) and this policy.

## **Maintenance checks**

- Cameras will be checked once a week to ensure that they are operational.
- Recorders will be checked once a month to ensure that they are recording and it is possible to download images.
- Camera fixings will be checked to ensure safety and security during planned maintenance e.g. cleaning cameras.
- Repairs will be made to the system within two weeks if practical, dependent upon cost and CCTV review.

Camera images will be recorded and displayed on a CCTV monitor in the relevant offices. The recording media is a DVR recorder and the images are stored on a hard drive which is automatically overwritten after seven days.

## **Purpose of CCTV**

The system is intended to provide and promote a safe, secure environment for pupils and for those who work or use the facilities of the schools and to protect the school buildings and resources. It is hoped that it will also reduce the fear of crime and anti-social behaviour within the locality. The system is intended to view and monitor activity in the immediate area of the schools only.

It shall be used for the purpose of:

- Preventing and deterring crime and anti-social behavior.
- Pupil, staff and public safety.
- Assisting responsible agencies in the investigation of crime and anti-social behaviour.

It will achieve this by:

- Providing evidential quality images of criminal incidents and suspects.
- Assisting the responsible authorities in the investigation of crime and disorder.

## **Data Protection**

The system shall be used in accordance with all relevant laws and guidelines, including the Data Protection Act 1998, The Human Rights Act 1998 and, if appropriate, Regulation of Investigatory Powers Act 2000.

## **Signage**

Signs are displayed at entrance points and within the areas covered by the systems to inform staff, students and the public.

### **Management of the System**

The overall management of the system is the responsibility of the Arbor Academy Trust who have appointed the Premises Manager and the Executive Principal for the function of Data Controllers.

### **Management and Operation of Control Equipment**

The system will be managed in accordance with all relevant legislation.

### **Access and Security**

The day-to-day management and security of the control equipment and data is the responsibility of the Premises Manager who will follow the data protection guidelines with regard to access to the 'Control Room' by visitors.

### **Incident Reporting**

An incident log book shall be stored in a secure lockable place and maintained by the Premises Manager so details of any incidents relating to the use of the system are logged.

### **Incident Response**

If criminal or suspicious activity of a serious nature is observed during monitoring, the school will immediately inform the Police. Once an incident is reported to the Police it will be dealt with in accordance with Police procedure. All other incidents will be logged and dealt with by the relevant authorities. Only authorised staff will have access to the system and the downloaded images.

### **Storage of Recorded Images and their Viewing**

- The storage space shall be dust and moisture proof.
- Viewing or copying will be carried out only if it would assist the schools in supporting procedures for which the Executive Principal is responsible or to address one of the issues stated in the 'Purpose of CCTV'.
- Recorded images are not to be taken away from the schools' premises under any circumstances.
- A record of viewing and copying must be noted in the register.

### **The Register of Incidents and Reviews**

The register will include the following:

- When searching or reviewing an incident the purpose of doing so should be recorded. It should also be noted if the search was successful or not.
- Who carried out search and/or copied the event.
- Persons present (particularly when reviewing).
- Date, start and end time of the incident.
- Date and time of the review/copy.
- Details of the officer or authorised agent collecting the copied media and their contact details.
- Date of collection along with a signature and name in block capitals, including agency.
- Where the request relates to an ongoing incident or investigation any appropriate reference numbers should also be included.

### **Access to Recorded Information**

The Data Protection Act provides Data Subjects (individuals to whom “personal data relates”) with a right to have access to CCTV images relating to them. People can make a request to view their footage by making a Subject Access Request in writing to the schools. Where Subject Access Requests are made on behalf of a data subject, a written signed consent will be required from the subject before the access to the footage is provided.

Applications received from outside bodies (e.g. solicitors or courts) to view or release recorded data will be referred to the Executive Principal. In these circumstances recordings will only be released where satisfactory documentation is produced to support the request. A fee will be charged for the provision of stored data, £10.00 for subject access requests and a sum not exceeding the cost of materials in other cases.

### **Staff Training**

The Executive Principal shall ensure that all appropriate staff are trained on the use of the equipment and are familiar with their data protection responsibilities as detailed in the ICO’s CCTV code of practice 2008.

### **Complaints**

Any complaints about the schools’ CCTV systems should be addressed to the Executive Principal. Complaints will be investigated in accordance with this policy.

### **Breaches of Policy**

Misuse of recorded imagery or the system is a disciplinary offence. Any breaches of the policy by school staff will be individually investigated by the Executive Principal, and appropriate disciplinary actions taken. Disciplinary action can also include prosecution under the data protection act and criminal proceedings.