

CCTV Policy

This policy is applicable to: South Hunsley School and Sixth Form

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	Wayne Brown, Premises Manager
Name of Responsible Committee/Individual:	South Hunsley School and Sixth Form Local Governing Body
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CCTV Policy

Contents

SECTION	PAGE
1. Introduction	3
2. Purpose of Use	3
3. The Installed System	3
4. Signage	4
5. Control	4
6. Staff	4
7. Recording	4
8. Retention	4
9. Access to Images	4 - 5
10. Responsibility for CCTV Systems	5 - 7 7- 8

1. Introduction

South Hunsley School & Sixth Form College uses closed circuit television (CCTV) images to provide an environment which is safe and secure for students, staff and visitors who use or visit the school for multitude of purposes.

The CCTV system has also been provided to protect assets in the form of school property and help deter criminal activity within the site boundaries.

This document produced in line with the Information Commissioner's CCTV Code of Practice, outlines how the School uses and manages the installed CCTV equipment and subsequently images produced to ensure the School complies with the Data Protection Act 1998, Human Rights Act 1998 and the Freedom of Information Act 2000 and associated legislation.

2. Purpose of Use

The CCTV system has been installed to:

- Reduce the threat of crime generally
- Protect the school premises and help promote a safe working environment
- Ensure the safety and security of all students, under the school's Child Protection Policies, and that of any member of staff or visitor whilst on the premises
- Be consistent with respect to an individuals' privacy both on site and that of any person's property that shares a boundary with the school.

These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime.
- Facilitate identification of any activities/events, recorded as part of the systems normal day to day functions and not as a result of covert use, that might warrant disciplinary proceedings being taken against staff or students and to assist in providing evidence to the Senior Management Team and/or to a member of staff or student against whom disciplinary or other action is threatened to be taken.

Prior to installing and using the CCTV system on school premises, the school have:

- assessed and documented the appropriateness of and reasons for, using CCTV within the school.
- established and documented the purpose of the proposed scheme.
- established and documented who is responsible for the day-to-day compliance with this policy.

As CCTV involves the processing of personal data, the system has been subject to notification with the Office of the Information Commissioner at www.ico.org.uk

The system will not be used:

- To provide recorded images for the internet.
- To record sound other than in accordance with the policy on covert recording.
- To monitor property that adjoins the school boundary and might be viewed or recorded as part of the cameras normal patrol or fixed position
- To monitor toilets, private offices or Changing rooms unless necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety.

3. The Installed System

The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors, Digital Video Recorders, fixed connections and public information signs. The location of the equipment on school premises held by the Premises Manager. Every effort has been made to ensure maximum effectiveness of the system although is

not possible to guarantee that the system will detect every incident. No camera will be hidden from view and all are prevented from focussing on the frontages or rear areas of private dwellings.

4. Signage

Signs are prominently placed at strategic points and currently state:

- the CCTV system is controlled by South Hunsley School and Sixth Form College
- Contact details of the school regarding the CCTV System.

5. Control

Live and recorded images will be only be monitored by staff having the appropriate access level rights. Recorded images will be stored on the appropriate DVR twenty-four hours a day throughout the whole year. Monitors with continuous CCTV live data are not visible where used and all other viewing of both live and recorded information is via access rights on licensed software viewable from a password protected PC network.

No unauthorised access to the DVR server rooms will be permitted. Server rooms will be locked at all times and access will be strictly limited to authorised team members and senior management, police officers and any other person with statutory powers of entry.

Staff, students and visitors will not be granted access to the DVR server rooms but may be given access to view footage via a PC on a case -by-case basis and only then on written authorisation from a member of the Trust Team or Senior Leadership Team (SLT). In an emergency and where it is not reasonably practicable to secure prior authorisation, access to view footage may be granted to persons with a legitimate reason.

Before allowing access to view footage, staff must check the identity of any visitor and that they have appropriate authorisation.

6. Staff

All staff having authorised access to any part of the system will be made aware of the sensitivity of handling CCTV images and recordings.

7. Recording

Digital recordings are made using digital video recorders operating in time lapse mode. Incidents may be recorded in real time.

Images will normally be retained for approximately 30 days (depending on the image quality settings etc) from the date of recording, and then are automatically over written by a continuous recording process.

8. Limits on Use of CCTV

Covert CCTV will only ever be set up for the investigation or detection of crime or serious misconduct. The use of covert CCTV will be justified only in circumstances where the investigator has a reasonable suspicion that the crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means or securing evidence.

9. Evidence from CCTV Footage

CCTV evidence may be used against an employee in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that he or she has been guilty of serious misconduct. The employee will be given a chance to see and respond to the images in these circumstances.

10. Retention

Refer to the Data Protection Policy on document retention information for retention in relation to digital recording systems and recording logbook records. This will be three years in all cases.

- For digital recording systems, CCTV images held on the servers will be overwritten on a recycling basis once the server drive is full (approximately 30 days).
- Images downloaded or stored on removable media such as CDs will be erased or destroyed once the purpose of the recording is no longer relevant.

Once a DVR has reached the end of its use or prior to component replacement, the hard-drive will be erased electronically (following current ICT procedure) prior to equipment disposal and the log will be updated accordingly.

All hard drives and recorders shall remain the property of South Hunsley School and Sixth Form College until disposal and erasing of images has been undertaken.

11. Access to Images

Access to, and disclosure of, images recorded on CCTV will be restricted and controlled. All access to images will be recorded in the Access Log.

Images will only be disclosed in accordance with the purposes for which they were originally collected, and in accordance with South Hunsley School and Sixth form College's notification to the Office of the Information Commissioner. This document separates access and disclosure into two subsections.

1 South Hunsley School and Sixth form College Staff Access

2 Third Party Access

South Hunsley School and Sixth form College Staff Access

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

Monitors displaying images from areas in which individuals would have an expectancy of privacy should only be seen by staff members in the immediate area. (e.g. Main Reception)

If media on which images are recorded are removed for viewing purposes, this will be documented in the CCTV Log Book.

Images retained for evidence are securely stored in the safe which is controlled by the ITC Manager/Premises Manager.

Access to images by Third Parties

Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- Relevant Legal Representatives

- The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of a crime
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- To be used in accordance with the schools disciplinary processes.
- Emergency Services such as the Humberside Fire and Rescue Service in connection with the investigation of an incident.

The Trust Team and SLT are the only staff members who can authorise disclosure of information to the police or other law enforcement agencies.

All requests for disclosure will be documented and in all cases the school will retain a master copy of any images released with documentation copies sealed into cases with any DVD. If disclosure is denied, the reason will be recorded and the information relating to the refusal will be held in accordance with the schools documentation retention policy.

Individuals' Access rights – Subject Access Requests

Individuals have the right to request the personal information South Hunsley School and Sixth Form College holds about them and this is called a Subject Access Request. The definition extends to any personal information held on record anywhere by the school.

Subject Access Requests (SARs) must be answered within 40 calendar days of receipt and the school can charge a fee (the standard charge is £10 per request). A valid SAR should be lodged in writing and the school should confirm the requester's identity prior to responding. The school should seek to ensure the footage is not overwritten. Parents can make a subject access request on their children's behalf if their child is deemed too young to look after their own affairs or if the child has given their consent.

Requests for Information using the Freedom of Information Act 2000

Requests for information made to South Hunsley School and Sixth form College under the under the Freedom of information Act 2000 will be dealt with in accordance with the current Policy for Freedom of Information requests.

Further Development of CCTV System & Coverage – Selection Criteria

The CCTV system has been assessed and developed to meet the schools current security needs and policy statement as detailed in the policy/procedure and equipment schedules.

Further development, beyond the scope currently documented, must follow specific school guidance & selection criteria to ensure the premises do not become over populated with cameras, recording equipment and other surveillance structures meet with the review recommendations of the ICO's CCTV Code of Practice.

The selection criteria must be used for all new installations and for upgrades that are not like- for-like (i.e. replacement of a single existing camera for a double unit). However, the process does not apply to the use of additional equipment approved for covert recording which must follow the specific guidance below.

Report Process

Post assessment of each area, a final report should be produced highlighting the positive & negative aspects relating to system expansion and presented to the Executive Principal for further consideration.

12. Responsibility for CCTV Systems

Maintenance

The Premises Manager will be responsible for the installation of CCTV hardware equipment, cameras; fixed wiring supplies etc. and for ensuring annual maintenance is carried out by an approved contractor.

The ICT Manager is tasked with day-to-day operations and any periodic repair and maintenance required on all equipment other than that relating directly to ICT and the network installation and operation, which is the responsibility of the Admin Controller or deputy.

Staff Training

The ICT Manager will ensure that staff handling CCTV images or recordings receive guidance on the use of images in relation to the Data Protection Act 1998

Complaints

Any comments or complaints will be managed via the Schools Complaints Procedure which aims to respond to all complaints within 10 days of receipt. The school will maintain records of all complaints and their outcomes.

If the School receives a complaint and on investigation the original decision is upheld, the complainant will be informed of their right to appeal to the Information Commissioner's office, providing the complainant with the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Monitoring Compliance

The use, operation and effectiveness of the South Hunsley School and Sixth form College CCTV system should be reviewed periodically and a report made to the Executive Principal.