



Dale Community Primary School

CCTV Policy

Head Teacher:

Louise Foster

Chair of Governors:

Diane Williams

Policy Approved by:

Governors Behaviour and Safety Committee

Policy reviewed by:

Behaviour and Safety
Committee

Date: 22 June 2020

Policy reviewed by:

Behaviour and Safety
Committee

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Date:

CCTV

There are two important points within the CCTV Code of Practice 2008 that are basic points of law, which must be adhered to:

1. CCTV signs are erected around the building within prominent locations that clearly identifies that CCTV recording is in operation. Signs are located at the entrance gate, the building entrance and inside reception.
2. The CCTV system is registered with the Information Commissioners office.

The Data Protection Act 2018 and GDPR

The Data Protection Act 2018 relates to data processing of all types. The definition of data under the Act is "Personal data" means any information relating to an identified or identifiable living individual. It requires the person to be identified by a number of means, which can include photographic or video footage.

The definition of Processing is much wider in its scope than the previous legislation) "Processing", in relation to information, means an operation or set of operations which is performed on information, or on sets of information, such as:

- Collection, recording, organisation, structuring or storage.
- Adaptation or alteration.
- Retrieval, consultation or use.
- Disclosure by transmission, dissemination or otherwise making available.
- Alignment or combination.
- Restriction, erasure or destruction.

Data in the case of CCTV recordings is in the form of recorded images of individuals that can be identified from these images. Having regard for these definitions, it will be recognised that the use of CCTV for surveillance purposes is encompassed by the requirements of the Data Protection Act.

Objectives

Our Site Manager and IT Manager have access to a clear statement of the objectives of the system and responsibilities of those involved in its operation and management and to restrict unauthorised persons from gaining access to recorded images.

Confidentiality

The Site Manager and IT Manager are aware of the need for confidentiality and that recorded information must be kept secure and available only to those directly connected with achieving the objectives of the system.

Copy Recordings

Copies of recorded information are strictly controlled and only made in relation to incidents the subject of investigation, or a valid Subject Access request. Copies are only issued by the Site or IT Managers once the Head Teacher has given permission to do so.

Information Sharing (Section 115, Crime and Disorder Act 1998)

The Crime and Disorder Act creates a power to share information from the System Owner/Operator to the Police and between the Police Forces, Police Authorities, Probation Committees, Local Authorities and Health Authorities. The Data Protection Act 2018 also enables law enforcement agencies and statutory bodies to have access to information to enable them to prevent, detect and prosecute crimes, or to safeguard vulnerable adults and children.

Retention

The archive period of recordings is no longer than is necessary to achieve the objectives of the system. The archive period is 30 days.

Erasure

Digital recorders are set up in such a way as to overwrite old footage with new footage after the retention period has been reached.

Covert Recording

Because fairness requires that we install signs to make individuals aware that they are entering an area where their images are recorded, it follows that failure to provide signs is a breach of the Data Protection Act. However, we are able to rely on an exemption of the Data Protection Act which states that personal data processed for reasons of prevention and detection of crime and apprehension and prosecution of offenders are exempt providing that the following criteria are met:

- We have assessed that if we had to inform individuals that recording was taking place it would prejudice our objective.
- We have reasonable cause to suspect specific criminal activity is taking place.
- That covert processing is only carried out for a limited and reasonable period of time and relates to the specific suspected criminal activity.
- We have decided in principle that we wish to adopt covert recording.
- We have a clear, documented procedure which sets out how we determine whether the use of covert recording is appropriate in an individual case.
- A confidential appendix regarding our decision that covert recording is appropriate is lodged with the Head Teacher and Chair of Governors.

Use of Recordings

The CCTV recordings may be used for:

- Prevention and detection of crimes, in the school and its environs.
- Pupil behaviour management, discipline and exclusions.
- Staff disciplinary and associated processes and appeals.

When using CCTV footage for any of the above purposes it shall be permissible to access and enable relevant third parties to see the footage using a suitably secure device or media subject to notification, (see Appendix A).

Traceability and Record Keeping

Recordings must be logged and traceable throughout their life within the system. A routine audit is undertaken at regular intervals to ensure that recorded images are actually recording and that no fault exists with the recording system. The system is maintained by a maintenance company. Original recordings are only found:

- Within the recognised secure storage system.
- Operational in the recording device.
- Secured in an evidence bag.

Copies of recorded information are strictly controlled and only made in relation to incidents the subject of investigation or a valid subject access request. Copies are only issued by the system manager to those directly connected with achieving the objectives of the system.

Time and Date Stamping

The correct time and date is overlaid on the recorded image. These date and time settings are checked and corrected as part of the routine maintenance visits.

Secure Storage of Recordings

The recordings and recording/processing equipment are only accessible to those directly concerned with achieving the objectives of the system. Recordings and Recording/Processing equipment are located in a secured lockable enclosure accessible only to authorised persons. A register of authorised users is maintained at all times.

Policy review

The CCTV policy will be reviewed annually.