



King Edward VI School

Bury St Edmunds

Closed Circuit Television Camera  
Procedure

## **Introduction**

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at King Edward VI School hereafter referred to as 'the school'. The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from the IT Office and are only available to designated staff.

This policy follows Data Protection Act guidelines and will be subject to review annually to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

## **2. Objectives of the CCTV scheme**

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school.

## **3. Statement of intent**

The CCTV Scheme is 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. The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school, its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school, together with its visitors.

Staff have been instructed that static cameras are not to 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 using the school's forms 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 used for any commercial purpose. Footage will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Footage will never be released to the media for purposes of entertainment.

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.

Warning signs, as advised by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

#### **4. Operation of the system**

The scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code. The day-to-day management will be the responsibility of both the Senior Leadership Team (SLT) and the IT Manager during the day and the IT Team out of hours and at weekends.

The CCTV system will be operated 24 hours each day, every day of the year.

The IT Manager will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

All recorded images will be stored securely and deleted after 31 days unless required for evidence under a school disciplinary or legal procedure.

#### **5. Access to Images**

Access to the CCTV images will be strictly limited to the SLT, IT Team & Facilities Manager. The SLT can delegate access to other school staff on a case by case basis - such access may be delegated periodically when no Senior Leader is likely to be present. Unless an immediate response to events is required, responsible individuals must not direct cameras at an individual or a specific group of individuals.

CCTV images will not be displayed on any monitor by default. The software to be used to display and review the images will only be installed on computers in the IT Office. Each such computer will be secured according to the school's IT Policy. The IT Office will be secured at all times when it is not staffed.

All request to access CCTV images will be logged including any delegation. All requests must be authorised by a member of SLT and will give a reason relating to one of the Objectives.

Other administrative functions will include maintaining recordings and hard disc space, filing and maintaining occurrence and system maintenance logs.

Emergency procedures will be used in appropriate cases to call the Emergency Services.

#### **6. Liaison**

Liaison meetings may be held with all bodies involved in the support of the system.

#### **7. Monitoring procedures**

Camera surveillance may be maintained at all times.

Events which occur outside of the normal working day, weekends and holidays may be reviewed in line with the objectives of this document.

If covert surveillance is planned, it can only be undertaken by the police or the Council using the appropriate authorisation forms.

## **8. Third Party Access**

Recordings may be viewed by the police for the prevention and detection of crime and authorised officers of the Council. A record will be maintained of the release of recordings to the police or other authorised applicants. A register will be available for this purpose.

Viewing of recordings by the police must be recorded in writing. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998. Should a recording be required as evidence, a copy may be released to the police under the procedures described in the above bullet points of section 8 of this Code. Recordings will only be released to the police on the clear understanding that the recording remains the property of the school, and both the recording and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the police to pass to any other person the recording or any part of the information contained thereon. On occasions when a Court requires the release of an original recording, this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the images for possible use as evidence in the future. Such images will be properly indexed and properly and securely stored until they are needed by the police.

Applications received from outside bodies (for example solicitors) to view or release recordings 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 can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

## **9. Breaches of the Procedure (including breaches of security)**

Any breach of this Procedure by school staff will be initially investigated by the Headteacher, in order for them to take the appropriate disciplinary action.

## **10. Assessment of the scheme and code of practice**

Performance monitoring, including random operating checks, may be carried out by the IT Manager.

## **11. Complaints**

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with Section 9 of this Code.

## **12. Access by the data subject**

The Data Protection Act provides data subjects (individuals to whom 'personal data' relate) with a right to data held about themselves, including those obtained by CCTV. Requests for data subject access should be made on an application form available from the Headteacher.

### **13. Public information**

Copies of this Procedure will be available to the public on the school website.

#### **Summary of Key Points**

- This Procedure will be reviewed annually.
- The CCTV system is owned and operated by the school.
- Access to CCTV images will be strictly controlled and logged.
- Liaison meetings may be held with the police and other bodies.
- Recordings will be properly indexed, stored and destroyed after appropriate use.
- Recordings may only be viewed by authorised Council and school officers and the police.
- Recordings required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Recordings will not be made available to the media for commercial or entertainment.
- Any breaches of this Procedure will be investigated by the Headteacher.

**November 2017**