



## **CCTV SYSTEM POLICY**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Parrenthorn High School, hereafter referred to as 'the school'.

The system comprises a number of fixed and dome cameras located around the school site. Sound is not recorded by the CCTV system. All cameras are linked to a central hard drive units located in the Site Managers office. Monitors and keyboards to control and view the CCTV system are located in the Site Manager and Business Manager's office.

The schools' CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998.

The CCTV system is owned and operated by the school. It's deployment is determined by the School Leadership Team. 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 employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

## **OBJECTIVES OF THE CCTV SCHEME**

- To maintain a safe environment, helping to ensure the welfare of pupils, staff and visitors.
- To protect the school buildings and 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 assist in managing the school

## **STATEMENT OF INTENT**

The school complies with the Information Commissioner's Office (ICO) CCTV Code of Practice.

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

CCTV warning signs are clearly and prominently placed around the site.

## **LOCATION OF CAMERAS**

Cameras will be sited so they only capture images relevant to the purposes for which they are installed 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 Data Protection Act.

The school will make every effort to position cameras so that their coverage is restricted to the school premises, which includes outdoor areas.

The planning and design has endeavoured to ensure that the CCTV system 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.

## **COVERT MONITORING**

The school may in exceptional circumstances set up covert monitoring. For example;

- Where there is good cause to suspect that an illegal or unauthorised action is taking place, or there are grounds to suspect serious misconduct;
- Where notifying the individuals about monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from the Headteacher. Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets and changing rooms.

## **OPERATION OF THE SYSTEM**

The day-to-day management will be the responsibility of the Business Manager and the Site Manager during the day.

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

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

## **IMAGE STORAGE AND RETENTION**

Images are stored on the internal hard drive for 20 days after the recording. After this date they are automatically deleted.

Each image is date and time stamped for reference purposes.

The IT Manager at school is able to access the hard drive to extract images for storage on external devices. This can only be authorised by the Headteacher or Business Manager. All subsequent images are then to be managed by the Headteacher.

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

## **ACCESS TO CCTV IMAGES AND DISCLOSURE**

Access to the CCTV facilities will be strictly limited to the Business Manager and Site Manager and Pastoral support staff, who are authorised to view them for the purposes of investigating incidents. During 'out of school' hours, when the Sports Centre is operational, the Duty Officer has access to the CCTV equipment. The Duty Officer is an employee of Bury MBC.

Other members of staff must obtain permission from the Business Manager before accessing CCTV footage.

Disclosure of information from CCTV must always be consistent with the purpose for which the system was established. For example school may show images to the Police or to individuals who are the subject of the surveillance and their Parent/Carers. The school will ensure that disclosure is fair to the individuals concerned and that privacy intrusion to any third party / individuals will be minimal.

Request for disclosure of recorded images should be made to the Headteacher. The school have discretion to refuse any request for information, unless there is an over-riding legal obligation, such as a Court Order.

In the absence of a Court Order, there will generally be no disclosure of recorded data, on request, to third parties other than to authorised personnel such as Law Enforcement Agencies and service providers to the school where they need reasonable access to support the school, eg investigators.

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.

## **SUBJECT ACCESS REQUESTS (SAR)**

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example date, time and location.

A fee of £10 will be charged per request.

The school will respond within 30 calendar days of receiving the written request and fee.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

### **BREACHES OF THE CODE**

Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action.

### **COMPLAINTS**

Any complaints about the school's CCTV system should be addressed to the Headteacher.

### **PUBLIC INFORMATION**

Copies of this Policy will be available to the public from the School Website or from the Headteacher.

### **FURTHER INFORMATION**

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

[www.ico.org.uk](http://www.ico.org.uk)

Surveillance Camera Code of Practice, Home Office 2013

Data Protection Act 1998.