

CCTV Policy



Approved by:	Governing Body
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1. Introduction

1.1 Cornfields School uses closed circuit television (CCTV). The use of CCTV and images produced are for the following purposes;

- Ensuring the wellbeing of individuals on the school site
- Safeguarding of staff, pupils and visitors

1.2 The system comprises of a number of fixed cameras.

1.3 The system does not have sound recording capability.

1.4 The CCTV system is owned and operated by Cornfields School, the deployment of which is determined by the Senior Leadership Team (SLT).

1.5 The CCTV is monitored centrally from the Reception office. Access to the images is controlled and approved by a member of Senior Leadership Team (SLT).

1.6 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and GDPR. The use of CCTV, and the associated images are covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act and GDPR.

1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. Through this policy, all operators are made aware of their responsibilities in following the CCTV Code of Practice. The school's 'Data Controller' (Head Teacher) will ensure that all employees are aware of the restrictions in relation to access to, and disclosure of, recorded images by publication of this policy.

2. Statement of Intent

2.1 The school complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that CCTV is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:
<https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

2.2 CCTV warning signs are clearly and prominently placed at the main reception entrance to the school.

2.3 The original planning, design and installation of CCTV equipment endeavoured to ensure that the scheme will deliver 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.

3. Siting the Cameras

3.1 Cameras are sited so that 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 and GDPR.

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

3.3 CCTV will be used in classrooms within the school building in order to provide additional safeguarding to pupils and staff.

4. Covert Monitoring

4.1 It is not the school's policy to conduct 'Covert Monitoring'.

5. Storage and Retention of CCTV images

5.1 Recorded data will be retained for 14 days or as determined by the continuous loop over-writing system. Extracts of recordings will be retained for no longer than is necessary. While retained, the integrity and security of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

5.2 All retained data will be stored securely at all times and permanently deleted as appropriate/required.

6. Access to CCTV images

6.1 Access to recorded images will be restricted to staff authorised to view them by Senior Leadership Team (SLT) and Data Controller. Access to recordings will not be made more widely available.

7. Subject Access Requests (SAR)

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

7.2 All requests should be directed to the Head Teacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

7.3 The school will respond to requests within 40 calendar days of receiving the written request and any fee. This is as per the ICO CCTV Code of Practice.

7.4 A fee of £10 may be charged per request. This is as per the ICO CCTV Code of Practice.

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

8. Access to and Disclosure of Images to Third Parties

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and others who have lawful authority to access such data e.g. investigators, social services, etc.

8.2 Requests for images/data should be made in writing to the Head Teacher.

8.3 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.

9. Complaints

9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Head Teacher in the first instance. We will follow our published Complaints Policy in the event of any complaint.

10. Further Information

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

- CCTV Code of Practice Revised Edition 2017 (published by the Information Commissioners Office) Version 1.2 www.ico.org.uk
- Regulation of Investigatory Powers Act (RIPA) 2000
- GDPR 25 May 2018