



# **Roundwood Park School CCTV System Policy**

**Reviewed: June 2022**

**Next review: June 2024**

**(Resources Committee)**

## **1. Introduction**

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

1.2 The system comprises a number of fixed cameras located around the school site. All CCTV recorders are password protected and monitoring is only available to authorised staff.

1.3 This Policy follows Data Protection Act guidelines.

1.4 The CCTV system is owned by the school.

### **1.5 Authorised Staff**

Headteacher

Director of Operations

Premises Manager

Network Manager

Lettings Manager

Any member of staff delegated by the above.

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

- 2.1 (a) To protect the school buildings and their assets
- (b) To increase personal safety and reduce the fear of crime
- (c) To support the Police in a bid to deter and detect crime
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect members of the public and private property
- (f) To assist in managing the school

## **3. Statement of intent**

3.1 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements of both the Data Protection Act and the Commissioner's Code of Practice.

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

3.3 Cameras will be used to monitor activities within the school to identify:

Any breaches of school policy

criminal activity actually occurring, anticipated, or perceived:

for the purpose of securing the safety and well-being of the school, together with its visitors.

To record ANPR licence plate information to assist with the above.

3.4. Staff have been instructed that static cameras are not to focus on neighbouring properties.

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.

3.6 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.

3.7 Warning signs, as required 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 and Access to the system**

4.1 The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of the Network Manager with the assistance of the Premises Manager.

4.3 Images can be accessed on any PC which is authorised for such use. Currently, this is limited to the PC's of the Premises Manager, Network Manager and ICT Technicians, which are password protected. Other staff may be invited to view the images to aid identification.

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

4.5 CCTV recordings will be available for twenty eight days, after twenty eight days any recordings will be automatically erased.

#### **5. Printed and Recording Media Procedures**

5.1 In the event of an incident requiring footage from the system to be retrieved and stored the following procedure should be followed:-

- The details of the incident should be passed to the Network Manager, who will authorise the use of the system by an authorised user.
- The relevant footage will be identified
- If the footage is required for investigation then the User will produce a copy. The Date and Time of the recorded extract will be registered and stored in a secure place
- Subsequent requests to view the footage will be approved to interested parties only (senior School staff, police and parents)
- A record of all viewings shall be made, which if required as evidence, will be released to the Police

- Applications received from outside bodies (e.g. solicitors) to view or release records will be notified to the Headteacher. A charge will be made to cover the costs of producing the material.

## **6. Assessment of the System**

6.1 The Network Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is recording to a suitable quality and that cameras are fully functional.

6.2 Regular reviews of the system's operation will take place and any necessary changes in procedure and camera sighting/position will be implemented

6.3 If out of hours emergency maintenance arises, the Premises Manager or Duty Caretaker must be satisfied of the identity and purpose of contractors before allowing entry.

## **7. Liaison**

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

## **8. Breaches of the code (including breaches of security)**

8.1 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.

8.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

## **9. Complaints**

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

9.2 Complaints will then be investigated in accordance with the Schools' Complaints procedure.

## **10. Access by the Data Subject**

10.1 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.

10.2 Requests for Data Subject Access should be made on application to the Data Protection Officer.

## **Summary of Key Points**

- This Policy will be reviewed every two years.
- The CCTV system is owned and operated by the school.
- The CCTV system will not be permanently manned.
- The CCTV system is not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.

- Recording media will be used properly indexed, stored and destroyed after appropriate use.
- Media may only be viewed by Authorised School Staff and the Police.
- Media required as evidence will be properly recorded, witnessed and packaged before copies are released to the police.
- Media will not be made available to the media for commercial or entertainment purposes.
- Media will be disposed of securely.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must be authorised in writing by the Headteacher.
- Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher.