



Swinemoor Primary School

CCTV POLICY

(Code of Practice)

1. Introduction

Swinemoor Primary School uses closed circuit television (CCTV) and the images produced to prevent or detect crime and to monitor the school buildings and grounds in order to provide an environment which is safe and secure for pupils, staff, parents, visitors, and to prevent loss or damage to school property.

The system comprises of a number of fixed and dome cameras.

The system does not have sound recording capability.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the governing body.

This document is produced in line with the Information Commissioner's CCTV Code of Practice, and outlines how the school uses and manages the installed CCTV equipment and subsequently images produced to ensure the school complies with the Data Protection Act 1998, Human Rights Act 1998 and the Freedom of information Act 2000 and associated legislation.

2. Purpose of Use

- Reduce the threat of crime generally.
- Protect the school premises and help promote a safe working environment
- Ensure the safety and security of all pupils, under the school's Child Protection Policies, and that of any member of staff or visitor whilst on the premises.

These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent.
- Assist in the prevention and detection of crime.
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime.

Prior to installing and using the CCTV system on the school premises, the school have:

- Assessed the appropriateness and reasons for, using CCTV within the school.
- Established and documented the purpose of the proposed scheme.
- Established and documented who is responsible for the day-to-day compliance with this policy.

As CCTV involves the processing of personal data, the system has been subject to notification with the Office of the Information Commissioner at www.ico.org.uk

The system will not be used:

- To provide recorded images for the website.
- To monitor property that adjoins the school boundary or capture images of persons not visiting the premises.

3. Signage & Siting the Cameras

Signs are prominently placed at strategic points and currently state:

24 Hour CCTV, images are being recorded and monitored for your safety and to help prevent crime. Please contact 01482 869247 for further information about the scheme. The scheme is controlled by Swinemoor Primary School.

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 Data Protection (GDPR).

CCTV will not be used in classrooms but in limited areas within the school building that have been identified by staff and pupils as not being easily monitored at all times.

4. Control

Live and recorded images will only be monitored by staff having the appropriate access level of rights. Recorded images will be stored on the appropriate DVR twenty four hours a day throughout the year. No unauthorised access to the DVR server will be permitted. The server is stored in a locked room and access strictly limited to the care taker, ICT technician and Senior Management Staff; police officers and any other person with statutory powers of entry.

5. Recording

Digital recordings are made using digital video recorders operating in time lapse mode. Images will normally be retained for approximately 30 days, depending on the image quality, from the date of recording, and then are automatically over written by a continuous recording process.

6. Evidence from CCTV footage (employees)

CCTV evidence may be used against an employee in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that he or she has been guilty of serious misconduct. The employee will be given a chance to see and respond to the images in these circumstances.

7. Retention

CCTV images held on the server will be overwritten on a recycling basis once the server drive is full (approximately 30 days).

Any images downloaded or stored on a removable CD will be erased or destroyed once the purpose of the recording is no longer relevant.

All hard drives and recorders shall remain the property of Swinemoor Primary School until disposal and erasing of images has been undertaken.

8. Access to images

Access to, and disclosure of, images recorded on CCTV will be restricted and controlled.

Images will only be disclosed in accordance with the purpose for which they were originally collected, and in accordance with Swinemoor Primary School's notification to the Office of the Information Commissioner.

- Swinemoor Primary School nominated staff.
- Third party access.

Swinemoor Primary School nominated staff – Access to recorded images will be restricted to those staff authorised to view them, and recorded images will not be made more widely available.

If images are recorded and removed for viewing purposes, this will be documented in the CCTV Log Book.

Images retained for evidence are securely stored in a locked cupboard.

Access to images by third parties – Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder.
- Prosecution agencies.
- Relevant Legal Representatives.
- Emergency Services such as Humberside Fire and Rescue Service in connection with the investigation of an incident.

The Headteacher has the authority to disclose information to the police or other law enforcement agencies.

9. Maintenance

The ICT Technician and caretaker will be responsible to make sure that regular checks are carried out to ensure that the system is working properly and produces high quality images. The business manager and caretaker are responsible for ensuring annual maintenance is carried out by an approved contractor.

10. Subject Access requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act/GDPR and the school will respond in accordance with the guidelines. A fee may be charges per request.

All requests should be made in writing to the Business Manager. 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.

11. Complaints

Any complaints will be managed via the Schools Complaints Procedure.

Swinemoor Primary School has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of the schools community. It will not be used for other purposes. The school will conduct regular reviews of our use of CCTV.

	Checked <i>(Date if appropriate)</i>	By	Date of next review
Notification has been to the Information Commissioner and the next renewal date recorded.	25.10.18	J Robinson	27.09.19
There is a named individual who is responsible for the operation of the system.	Yes	G McGowan L Thorn	
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	Yes	G McGowan L Thorn	
Staff and members of the school community will be consulted about any proposal to install/amend CCTV equipment or its use as appropriate.	Yes	J Robinson G McGowan	
Cameras have been sited so that they provide clear images.	Yes	L Thorn P Davison	
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	Yes	L Thorn P Davison	
There are visible signs showing that CCTV is in operation.	Yes	L Thorn	
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	Yes	G McGowan J Robinson	
The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.	Yes	G McGowan L Thorn	
Except for law enforcement bodies, images will not be provided to third parties.	Yes	SMT	
The school is aware of how to respond to individuals making requests (SAR) and will also seek advice from the Local Authority as soon as a request is made.	Yes	J Robinson	
Regular checks are made to ensure the system is working properly.	Yes (daily)	G McGowan L Thorn	

