



## **PRENTON HIGH SCHOOL FOR GIRLS**

### **CCTV POLICY**

## **1 INTRODUCTION:**

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

The system comprises of a number of fixed and moveable cameras, located in prominent positions around the school site and within full view of persons using the school. Student toilets are included to ensure safeguarding. Only the 'communal' areas of the toilets are covered by the cameras. Cubicles are not covered. The recording of the data is by a hard drive digital system. No camera is equipped with audio recording.

There are a number of cameras situated both externally and internally around the site. These can be monitored from where the main user control interfaces are located. The system is password controlled, therefore allowing restricted monitoring access to the Senior Leadership Team, Operations Manager, Strategic ICT Manager and SPIE.

This policy follows the Data Protection Act and the ICO Code of Practice

The CCTV policy will be subject to review annually to include consultation as appropriate with interested parties.

The internal CCTV system is owned by the school and the external system is managed by SPIE.

## **2 OBJECTIVES OF THE CCTV SCHEME:**

- To protect the school buildings and its 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 and behaviour.

## **3 STATEMENT OF INTENT:**

- The school will treat the system and all information, documents and recordings obtained and used as data as being 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 students, staff and visitors.
- The static cameras will not focus on private homes, gardens and any other areas of private property. Authorised users are fully aware that any moveable cameras are not to be focused on private homes, gardens and any other areas of private property.
- Images or knowledge obtained as a result of CCTV will not be used for any commercial purpose. Data, photographic or digital information will only be released to the media for use in the investigation of a specific crime and with the written authority of the police and 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.
- Signage is visible around school, as recommended by the ICO.

#### **4 OPERATION OF THE SYSTEM:**

- The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in this policy
- The CCTV system will normally operate 24 hours each day, every day of the year and images are recorded in a cycle.

#### **5 MONITORING PROCEDURES:**

- Camera surveillance will be maintained at all times.
- Monitors will normally be on at all times and pictures will be continuously recorded, these are located within the school reception and external cameras by designated SPIE personnel.
- Requests for footage should be submitted formally to the Operation Manager, School Business Manager or Headteacher.
- A record will be maintained of the release of footage to the Police or other authorised applicants. A register will be available for this purpose.
- Viewing of footage by the Police must be recorded in writing and in the log book. Requests by the Police can only be dealt with under section 29 of the Data Protection Act 1998.
- Should data be required as evidence, two copies of the footage will be recorded, and one will be retained by the school. The second released to the police on the clear understanding that the footage remains the property of the school, and that both the footage and information contained on it are to be treated in accordance with this policy. The school also retains the right to refuse permission for the Police to pass to any other person, the footage or any part of the information contained thereon.
- The Police may require the school to retain the copy footage for possible use as evidence in the future. Such data will be properly indexed and properly and securely stored until they are needed by the Police.
- Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances footage 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.

#### **6 BREACHES OF THE POLICY (INCLUDING BREACHES OF SECURITY):**

- Any breach of this policy will be investigated under the school's disciplinary procedures.
  - Any breach will be investigated by the Headteacher or nominated colleague, in order for him/her to take the appropriate disciplinary action.
- Any serious breach of the Code of Practice will be immediately investigated to make recommendations on how to remedy the breach.

#### **7 ASSESSMENT OF THE SCHEME AND CODE OF PRACTICE :**

- Performance monitoring, including random operating checks, may be carried out by the Senior Leadership Team or Strategic ICT Manager.

#### **8 COMPLAINTS:**

- Any complaints about the school's CCTV system should be addressed to the Headteacher.
- Complaints will be investigated in accordance with this policy.

## **9 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 to the Headteacher.
- A nominal charge may be made to cover all reasonable costs incurred in meeting any request made under Section 6.8.

## **10 PUBLIC INFORMATION:**

Copies of this policy will be available to the public from the School Office, upon request.

## **11 SUMMARY OF KEY POINTS:**

- This policy will be reviewed annually.
- The internal CCTV system is owned and operated by the school.
- The external CCTV system is owned by WSSL and operated by SPIE.
- Liaison meetings may be held with the Police and other bodies.
- Recordings will be used will be properly indexed, stored and destroyed after appropriate use.
- Data and exported footage may only be viewed by authorised school staff and the Police.
- Data and exported footage required as evidence will be properly recorded, witnessed and packaged before copies are released to the police.
- No footage will be made available to the media for commercial use or entertainment.
- When appropriate, exported footage will be disposed of securely.
- Any breaches of this policy will be investigated by the Head teacher or nominated representative.
- Breaches of the policy and potential remedies will be reported to the Head teacher.