



Meadowside Community Primary & Nursery School

CCTV POLICY

Policy written by	Mrs C Curtis
Date Policy Written	August 2023
Date To Be Agreed by Governors	Autumn 2023
Next Review	August 2025
Head teacher	Mrs C Curtis
Chair of Governors	Mr P Calrow

Version	Date	Action
1	30.08.2023	Installation of new CCTV system

Note to Academies: This policy needs academy information inserting in highlighted sections.

1. INTRODUCTION

- 1.1 The Challenge Academy Trust (TCAT) uses Close Circuit Television (CCTV) within the Trust academies. The purpose of this policy is to set out the position of the Trust as to the management, operation and use of the CCTV at the Trust's academies.
- 1.2 This policy applies to all members of our workforce, visitors to the Trust and our academies and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including:
 - General Data Protection Regulation (GDPR) and Data Protection Act 2018 (together the Data Protection Legislation)
 - CCTV Code of Practice produced by the Information Commissioner
 - Human Rights Act 1998
- 1.4 This policy sets out the position of the Trust in relation to its use of CCTV.

2. PURPOSE OF CCTV

- 2.1 The Trust uses CCTV for the following purposes
 - To provide a safe and secure environment for pupils, staff and visitors
 - To prevent the loss of or damage to the Trust buildings and/or assets
 - To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

3. DESCRIPTION OF SYSTEM

- 3.1 The Trust academies have a number of cameras inside and outside of the school building. Some cameras have sound recording capabilities and there are a range of movable and fixed cameras.
- 3.2 At Meadowside CP and Nursery School, there are a range of moveable and fixed cameras inside and outside of the school some with sound recording.

4. SITING OF CAMERAS

- 4.1 All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils and visitors.
- 4.2 Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The Academy will make all reasonable efforts to ensure that areas outside of the Trust premises and grounds are not recorded.
- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.

- 4.4 Cameras will not be sited in areas where individual have a heightened expectation of privacy, such as changing rooms or toilets.
- 4.5 Cameras may be located in classrooms and where this is the case the employee and students will all be aware. Access to the footage is restricted and will only be used to fulfil the purposes in 2.1.

5. PRIVACY IMPACT ASSESSMENT

- 5.1 Prior to the installation of or amendment to any CCTV camera, or system, a privacy impact assessment will be conducted by the Academy to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The Academy will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

6. MANAGEMENT AND ACCESS

- 6.1 The CCTV system will be led by a member of the Senior Leadership Team with appropriate seniority.
- 6.2 Any allegations against staff will be referred immediately to the Headteacher and only they will determine who needs to view the footage.
- 6.3 On a day-to-day basis the CCTV system will be operated by an individual with appropriate technical ability. This maybe a Network Manager, IT Technician or Premises staff depending on the structure at the academy.

At Meadowside CP and Nursery School the CCTV is operated on a day-to-day basis by the site manager and maintenance officer.

- 6.4 At Meadowside CP and Nursery School the viewing of live CCTV images will be restricted to the Senior Leadership Team and the office and premises staff who will ensure that in doing so, the purposes in 2.1 are satisfied.
- 6.5 At Meadowside CP and Nursery School images which are stored by the CCTV system will be restricted to access by members of the Senior Leadership Team and the Site Manager as in 6.4.
- 6.6 CCTV images may be used in the investigation of alleged incidents involving staff and/or students and/or visitors/contractors.
- 6.7 No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.
- 6.8 The CCTV system is checked daily to ensure that it is working effectively.

7. STORAGE AND RETENTION OF IMAGES

- 7.1 Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.
- 7.2 Recorded images are stored only for 30 days unless there is a specific purpose for which they are retained for a longer period.
- 7.3 Each academy will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:
 - CCTV recording systems being located in restricted access areas
 - The CCTV system being encrypted/password protected and access only permitted to SLT and the day-to-day operator
 - Restriction of the ability to make copies to specified members of staff
 - Restriction of repositioning CCTV cameras to be authorised by the Senior Leadership Team only
 - A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained by the academy

8. DISCLOSURE OF IMAGES

- 8.1 Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images.
- 8.2 Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the Trust's Subject Access Request Policy.
- 8.3 When such a request is made the Headteacher will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.
- 8.4 If the footage contains only the individual making the request, then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The Headteacher must take appropriate measures to ensure that the footage is restricted in this way.
- 8.5 If the footage contains images of other individuals, then the Academy must consider whether:
 - The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals.
 - The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained.
 - If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

- A record must be kept, and held securely, of all disclosures which sets out
 - When the request was made
 - The process followed by the Headteacher in determining whether the images contained third parties
 - The considerations as to whether to allow access to those images
 - The individuals that were permitted to view the images and when
 - Whether a copy of the images was provided, and if so to whom, when and in what format.

9. DISCLOSURE OF IMAGES TO THIRD PARTIES

- 9.1 The Trust will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.
- 9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- 9.3 If a request is received from a law enforcement agency for disclosure of CCTV images, then the Headteacher or Site Manager must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third-party images.
- 9.4 The information above must be recorded in relation to any disclosure.
- 9.5 If an order is granted by a Court for disclosure of CCTV images then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

10. REVIEW OF POLICY AND CCTV SYSTEM

- 10.1 This policy will be reviewed bi-annually or earlier should the need arise.

11. MISUSE OF CCTV SYSTEMS

- 11.1 The misuse of CCTV system could constitute a criminal offence.
- 11.2 Any member of staff who breaches this policy may be subject to disciplinary action.

12. COMPLAINTS

- 12.1 Any complaints relating to this policy or to the CCTV system operated by the Trust should be made in accordance with the Trust Complaints Policy.