

HINCHINGBROOKE SCHOOL

Inspiring Excellence Fulfilling Potential Developing Character



Policy Statement
on

CCTV

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Hinchingsbrooke School. The system comprises a number of fixed cameras located within and around the school buildings and three PTZ's on external building locations. The Policy follows the Data Protection Act guidelines.

Objectives of the CCTV Policy at Hinchingsbrooke School are

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

Statement of intent

1. The CCTV Scheme has been registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice. The school will treat the system and all information, documents and recordings obtained and used as data protected by the Act.
2. Cameras will be used to monitor activities within the school and the grounds to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well-being of the school's students and staff, together with its visitors.
3. Images from private homes, gardens and other areas of private property are blacked out by the camera software and are not recorded and cannot be seen by the operator.
4. At no time will a camera be directed to follow or track an individual.
5. Materials or knowledge secured as a result of CCTV use will not be used for any commercial or media purpose.
6. Warning signs, as required by the Code of Practice of the Information Commissioner, have been displayed.
7. CCTV monitoring of sensitive areas such as toilet block sink areas will be strategically positioned as to not monitor/capture any coverage of cubicles or urinal areas, the cameras will be fixed and of a style that cannot be accidentally moved.

Operation of the system

1. The management of the CCTV system will be overseen by the members of SLT with responsibility for the school premises. They are responsible for ensuring that the CCTV system is operated according to this policy and that regular audits are carried out to ensure that procedures are complied with. They are also responsible for the annual registration with the Information Commissioner.
2. The day to day management, administration, maintenance, security and support of the system will be the responsibility of the Estates Manager.
3. The CCTV system will operate 24 hours each day, every day of the year, recording all activity in the areas covered.
4. Recordings will be held on system memory for a period of 28 days and then deleted. The only exception to this is if the images are required for legal reasons. The Estates manager is responsible

for maintaining the recordings, ensuring their security and deleting them within the specified time period.

Viewing CCTV Images

1. Staff authorised to view the CCTV images include members of the site support team and members of the SLT only or any other member of staff as authorised by the Principal.
2. The only locations where images can be viewed are in the site support office or the Finance Directors' office.
3. The only person authorised to make copies (electronic or paper) of images is the Estates Manager or other person specifically directed by the Principal.
4. Authorised staff may only allow external persons or agencies to view CCTV images with the express permission of the Principal and by following the procedures below.

Requests to View or have Copies of images by external agencies or individuals

1. Requests by law enforcement agencies (most commonly the police) can be authorised by the school under section 29 of the Data Protection Act 1998. A copy of images may be released to the agency on the understanding that the images remain the property of the school and the school may refuse permission for the agency to pass the images to any other person. Such requests should be made to the Principal.
2. Applications received from outside bodies (eg solicitors) to view or release footage will be referred to the Principal. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee may be charged in such circumstances (maximum £10).
3. Requests may come from other external individuals. For example a visitor to the school may request CCTV footage of the car park showing their car being damaged. Consideration would need to be given to how genuine or necessary the request is and whether there is any risk to the safety of others.
4. The data protection act allows Individuals whose images have been recorded the right to view the images of themselves and to have a copy of the images. This is termed a Subject Access request.
 - a. Requests of this nature should be made to the Principal who will make arrangements for the images to be provided within 40 days of the request.
 - b. The person making the request must give sufficient information to enable the images to be found. The fee for such a request is £10 (the maximum allowed).
 - c. Such images may well include images of third parties as well. The Principal will decide if such images need to be obscured.
5. Where necessary, the Principal or their representative will refer to the Information Commissioners Code of Practice (sections 8 & 9) for further guidance on disclosing images to law enforcement agencies or to individuals.
6. In all such cases where requests are made the school will keep a detailed log (register) of the nature of the request and the details/images provided.

Breaches of the code (including breaches of security)

The Principal, or senior leader acting on their behalf, will initially investigate any breach of the Code of Practice by school staff. Any serious breach of the Code of Practice will be subject to the terms of disciplinary procedures already in place.

Assessment of the scheme and code of practice

The Principal or their representative may carry out performance monitoring, including random operating checks.

Complaints

Any complaints about the school's CCTV system should be addressed to the Principal. Complaints will be investigated in accordance with the Information Commissioners Code of practice.