



CCTV Policy

Under the Protection of Freedoms Act 2012 the processing of personal data captured by CCTV systems (including images identifying individuals) is governed by the Data Protection Act and the Information Commissioner's Office (ICO) has issued a code of practice on compliance with legal obligations under that Act. The use of CCTV by schools is covered by the Act, regardless of the number of cameras or how sophisticated the equipment is and schools should adhere to the ICO's code of practice.

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed- circuit television (CCTV) system at St John Lloyd RC Primary School.

The system comprises of a total of 16 fixed cameras which are located within common areas of the School. All cameras are monitored from two control points – Infant school main office & Staff room. This policy follows Data Protection Act guidelines. The CCTV system is owned by the School. The system was installed and maintained by Sonic Alarms.

Objectives of the CCTV Scheme

- To protect pupils and staff in the School;
- To protect the school buildings and their assets;
- To deter potential criminal offenders;
- To increase personal safety and reduce the fear of crime;
- To assist in identifying, apprehending and prosecuting offenders;
- To protect members of the public and private property;
- To assist in managing the school.

Statement of Intent

The CCTV Scheme will be 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 which are protected by the Act.

Cameras will be used to monitor activities within entry points of the School and the grounds to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the School pupils and staff, together with its visitors.

Static cameras are not to focus on private homes, gardens and other areas of private property.

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

The planning and design has endeavoured to ensure that the CCTV system 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.

Information signs, as required by the Code of Practice of the Information Commissioner have been placed at various points around the School.

Operation and Maintenance of the System

The CCTV system will be administered and managed by the school's SLT or persons expressly authorised by the Headteacher.

The day-to-day management will be the responsibility of the School's SLT or persons expressly authorised by the Headteacher.

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

The system for the school was installed by Sonic Alarms and is maintained by them.

Cameras are focused on the main entrance areas and other common areas within the school building. Cameras are NOT located in any discrete areas such as toilets, classrooms and staffrooms.

Control Points

The Admin Team / SLT of the School will check and confirm the efficiency of the system daily and, in particular, check that the equipment is properly recording and that cameras are functional. Access to the CCTV Controls will be strictly limited to nominated staff.

Liaison

Regular communication will be made between all persons involved in the monitoring and maintenance of the CCTV system.

Monitoring Procedures

There is 2 monitor point in the Admin Office & Staff Room.

When reviewing any recording incidents, no one other than personnel authorised by the Headteacher should be present when reviewing any recorded CCTV footage.

Recording Procedures

No one other than authorised personnel should be present when a recording is made, or when an incident is viewed.

Recordings may be viewed by the Police for the prevention and detection of crime and by authorised officers of Cardiff Council for advisory purpose with the Headteacher's authority.

A record will be maintained of the release of recordings to the Police or other authorised applicants.

Requests by the Police can only be actioned under Section 29 of the Data Protection Act 1998.

Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph. Recordings will only be released to the Police on the clear understanding that it remains the property of the School, and both the recording 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 tape or any part of the information contained thereon. On occasions when a Court requires the release of an original recording, this will be provided by the School.

The Police may require the School to make and retain recordings for possible use as evidence in the future. Such recordings will be securely stored until they are needed by the Police.

Applications received from outside bodies e.g. solicitors, to view or release recordings will be referred to the Headteacher / Governing Body. In these circumstances, recordings 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. A fee can be charged in such circumstances.

Training

Training will be given to those individuals that have been chosen by the Headteacher how to monitor and or replay incidents using the equipment

Breaches of the Code including Breaches of Security

Any breach of the CCTV policy by School staff will be initially investigated by the Headteacher, in order for them to take any appropriate disciplinary action.

Any serious breach of the CCTV Policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach. This investigation will be undertaken by a School Governor or appropriate persons nominated by the Chair of Governors.

Complaints

Any complaints about the School's CCTV system should be addressed to the Headteacher / GB

Complaints will be investigated in accordance with this Policy.

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 in writing to the Headteacher. Access to the data may be permitted but no recording copy will be provided.

Public information

Copies of this Policy will be available to the public from the School website.

Placement of Cameras

Cameras record in the following areas:

- Front of the Infant Building
- Side of Infant Building
- Infant Rear Building entrance
- Infant Car park
- Junior Car park
- Front of the Junior School building
- Entrance front door & Foyer
- Infant Hall
- Infant Playground
- Junior (Lower) Playground
- Junior (Upper) Playground
- Junior Field /Jungle Gym
- Junior Hall
- Early Years Outside Area
- Y1 Outside Area
- Flying Start Entrance.

