

*'Proudly and Joyfully we Love, Live and Learn as God's Children'*

# St. Mark's Catholic Primary School



## CCTV Policy

Document Detail	
Reviewed on:	September 2022
Next Review Date:	September 2023

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## **1. Introduction**

St. Mark's Catholic Primary School is fully committed to the safety of its staff, students and visitors and to this extent has invested in the security of its buildings and facilities. By using surveillance cameras to monitor any instances of aggression or physical damage to our school and its members.

The purpose of this policy is to manage and regulate the use of the surveillance and operation and use of the closed circuit television (CCTV) system at the school and ensure that:

- We comply with data protection legislation, including the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) – the latter of which came into effect on 25 May 2018.
- The images that are captured are useable for the purposes we require them for.
- We reassure those persons whose images are being captured, that the images are being handled in accordance with data protection legislation.

The system comprises a number of fixed cameras (1 DVR unit and 4 external cameras) located externally around St. Mark's building site. All cameras may be monitored and are only available for use by approved members of staff.

The systems will not be used for any other purpose than those set out in this document without prior consultation with the Head Teacher.

The CCTV system is owned by the school and the ongoing suitability of the School CCTV Policy will be reviewed annually by the School Governing Body.

## **2. Objectives of the CCTV System**

This policy covers the use of surveillance and CCTV systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- To protect School buildings, and their assets to ensure they are kept free from intrusion, vandalism, damage or disruption.
- To increase personal safety of those within, and visiting the school community and reduce the fear of physical abuse, intimidation and crime.
- To act as a deterrent for violent behaviour and damage to the school
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and disciplining offenders
- To protect members of the public.

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### **3. Statement of Intent**

The School will treat the system and all information, documents and recordings obtained and used as data which are protected by the General Data Protection Regulation, and will be processed in accordance with the requirements of the regulation.

Cameras will be used to monitor activities within the school building, the car park and all access points to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the occupants within the school, together with its visitors and the school community.

The school will only operate overt surveillance, and will display signs in the areas of the school where this is in operation. Covert surveillance (i.e. which is intentionally not shared with the individuals being recorded) is not condoned by the school.

Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the school CCTV.

The CCTV system will not be trained on individuals unless an immediate response to an incident is required.

The CCTV system will not be trained on private vehicles or property outside the perimeter of the school.

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

### **4. The Data Protection Principles**

Data collected from CCTV will be processed in accordance with the principles of the General Data Protection Regulation. As such, all data will be:

- (a) Processed lawfully, fairly and in a transparent manner in relation to individuals
- (b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- (c) Adequate, relevant and limited to what is necessary in relation to the purpose(s) for which they are processed
- (d) Accurate and where necessary, kept up to date
- (e) Kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data are processed
- (f) Processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing, and against accidental loss, destruction or damage, using appropriate technical and organisational measures.

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### **5. Operational Control & Protocols**

Access to the CCTV system, software and data, will be strictly limited to authorised operators and will be password protected.

The CCTV system is owned by the school.

On a day to day basis, cameras are monitored by the certain staff members. Recorded images from any camera can only be accessed with express permission from a member of the schools Senior Leadership Team.

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

The Operational Controller will check and confirm the efficiency of the system monthly and in particular, to confirm that the equipment is properly recording and that the cameras are functional.

The System Administrator will ensure that **all** staff involved with the operation of the CCTV system are properly trained and fully understand their roles and responsibilities in respect of data protection.

Access to the viewing monitors situated in reception will be limited to selected Administrative staff together with those directly involved in the security of the school.

Staff, visitors and others entering areas with CCTV viewing monitors will be subject to particular arrangement as outlined below.

Authorised staff must satisfy themselves over the identity of any other visitors and the purpose of their visit. Where any doubt exists, the CCTV monitors must be turned off.

The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. Casual observations will not be permitted.

If an emergency arises out of hours, permission must be obtained from The Headteacher to view or process recorded material.

Incidents involving the Emergency Services must be notified to The Headteacher.

Any site visit by a member of the public may be immediately curtailed if the operational requirements of the CCTV System make this a necessity.

Other administrative functions will include maintaining hard disc space, filing and maintaining occurrence and system maintenance logs by the ICT Manager.

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### **6. Monitoring Procedures**

Camera surveillance may be maintained at all times for monitoring purposes.

Pictures will be continuously recorded or when activated by movement.

### **7. Recorded Material Procedures**

In order to maintain and preserve the integrity of the recorded material used to record events from the CCTV system, and the facility to use them in any future proceedings, the following procedures for their use and retention **must** be strictly adhered to:

- (i) Each item of recorded material must be identified by a unique mark.
- (ii) The system will register the date and time of recorded material insert, including recorded material reference.
- (iii) Any recorded material required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure recorded material store. If recorded material is not copied for the Police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the Controller, dated and returned to the evidence material store.
- (iv) If the recorded material is archived the reference must be noted.

Recorded materials may be viewed by / released to third parties, only in the following prescribed circumstances, and then only to the extent required by law:

- The police, where any images recorded would assist in a specific criminal inquiry;
- Prosecution agencies, such as the Crown Prosecution Service (CPS);
- Relevant legal representatives such as lawyers and barristers;
- Persons whose images have been recorded and retained, and where disclosure is required by virtue of data protection legislation, or the Freedom of Information Act.

A record will be maintained of the release of recorded materials to the Police or other authorised applicants. A register, maintained by the Controller will be made available for this purpose.

Viewing of recorded materials by the Police must be recorded in writing and in a log book.

Should recorded material be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1(iii). Recorded materials will only be released to the Police on the clear understanding that the recorded material remains the property of the School, and both the recorded material and information contained on it are to be treated in accordance with this document.

The school retains the right to refuse permission for the Police to pass to any other person the recorded material or any part of the information contained thereon. On

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occasions when a Court requires the release of an original recorded material this will be produced from the secure recorded material store, complete in its sealed bag.

If the Police require the school to retain the stored recorded materials for use as evidence in the future, such recorded materials will be properly indexed and properly and securely stored until they are needed by the Police.

Requests for access or disclosure will be recorded and The Headteacher will make the final decision as to whether the recorded images may be released to persons other than the police.

### **8. Record Keeping / Incident Logs**

The School will maintain adequate and comprehensive records relating to the Management of the system and incidents. Model documents from the installers/providers of CCTV system may be utilised for this purpose.

### **9. Retention of Data**

There are no specific guidelines about the length of time data images should be retained. Consequently, the period of retention will be determined locally, will be documented and understood by those operating the system and will be for the minimum period necessary to meet the objectives of the CCTV scheme. A period of 7 days is considered adequate unless determined otherwise.

Where CCTV data is required to assist in the prosecution of a criminal offence, data will need to be retained until collected by the Police.

Measures to permanently delete data should be clearly understood by persons that operate the system.

Systematic checks should be carried out to ensure the deletion regime is strictly followed.

### **10. Breaches of the Policy (including breaches of security)**

Any breach of the Policy by School staff will be initially investigated by the The Headteacher to determine disciplinary action, if necessary, and to make recommendations on how to remedy the breach.

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### **11. Assessment of the CCTV System**

Performance monitoring, including random operating checks, may be carried out by the approved persons.

An annual assessment will be undertaken by (The Head Teacher) to evaluate the effectiveness of the CCTV system.

The outcome of the assessment will be reported to a meeting of the School Governors who will determine if the system is achieving the objectives of the scheme, or if the system requires modification.

### **12. Complaints**

Any complaints about St. Mark's School CCTV system should firstly be made, in writing, to The Head Teacher. Complaints will be investigated in accordance with our schools complaint procedures.

Complaints will be investigated in accordance with Section 10 of this Policy.

### **13. Access by the Data Subject**

The General Data Protection Regulation provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Individuals have the right to submit a subject access request in order to gain access to their personal data.

If the individual is not the focus of the footage i.e. they have not been singled out or had their movements tracked then the images are not classed as 'personal data' and the individual is not entitled to the image under the provisions of Subject Access Requests.

In such instances, the school will verify the identity of the individual making the request before any information is supplied.

All requests will be responded to without delay, and at the most within one month.

Requests for access or disclosure will be recorded and the Head Teacher will make a final decision as to whether recorded images may be released to persons other than the police.

### **14. Public Information**

Copies of this Policy will be available to the public located on our school website.

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### **15. System Maintenance and Monitoring**

The system will be maintained in accordance with the General Data Protection Regulation (GDPR) May 2018.

The system will only be maintained and monitored by companies which carry the relevant accreditation from the Security Systems and Alarm Inspection Body (SSAIB) or National Security Inspection (NSI).

It will be the responsibility of the Headteacher/Office Manager to liaise with the maintaining company for the reporting of faults on the system, any changes to the site which may affect the operation of the system and to arrange regular system reviews with the maintaining company.

### **16. Summary of Key Points**

- This CCTV Usage Policy will be reviewed on an annual basis.
- The CCTV system is owned and operated by the School.
- The CCTV system will not be manned in out of school hours; but will continue to record/capture moving and still images of people.
- The CCTV system cannot be accessed by visitors/ members of the public except by prior arrangement with the Executive Principal and with good reason.
- Liaison meetings may be held with the police and other bodies.
- Copies of downloads may only be viewed by authorised staff and the police.
- Copies required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Copies will not be made available to the media for commercial or entertainment reasons.
- Breaches of the Policy and recommendations will be reported to the Headteacher
- The system will be maintained on a regular basis by an approved contractor.

### **17. Further Information**

Information in respect of data protection issues may be obtained from the Schools Data Protection Officer and are contactable via: -

**YourIG Data Protection Officer Service**  
**Dudley MBC**  
**The Council House**  
**Dudley**  
**West Midlands**  
**DY1 1HF**

Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)

Tel: 01384 815607