ASHLEY COLLEGE

CCTV Policy

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Legal updates may precipitate changes	
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CCTV Policy

1 Introduction

1.1 Ashley College uses closed circuit television (CCTV) images to reduce crime and monitor the schools buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

1.2 The system comprises of a number of fixed cameras.

1.3 The system does not have sound recording capability.

1.4 The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.

1.5 The CCTV is monitored centrally from the school offices by the Administration team.

1.6 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings complies with the regulations of the Data Protection Act 2018 and UK GDPR. This policy outlines the school's use of CCTV and how it complies with the act.

1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing recorded images and sound. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

Relevant legislation and Guidance:

- UK General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- European Convention on Human Rights
- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

2 Statement of Intent

2.1 The school complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at: https://ico.org.uk/media/for-organisations/documents/1542/cctvcodeofpractice.pdf

2.2 CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix B). In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

2 2.3 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.

3 Siting the Cameras

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are intended (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

3.2 The school will make every effort to position cameras so their coverage is restricted to school premises, which may include outdoor areas.

3.3 CCTV will not be used in classrooms but in areas within school that have been identified by staff and pupils as not being easily monitored.

3.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

4 Covert Monitoring

4.1 The school may in exceptional circumstances set up covert monitoring. For example: i) Where there is good cause to suspect that an illegal or unauthorized action(s), is taking place, or where there is grounds to suspect serious misconduct; ii) Where notifying the individuals about the monitoring will seriously prejudice the reason for making the recording.

4.2 In these circumstances authorisation must be obtained from the headteacher

4.3 Covert monitoring must cease following completion of an investigation.

4.4 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

5 Storage and Retention of CCTV Images

5.1 The CCTV footage is retained for 30 days.

5.2 Recorded data will not be retained for longer than is necessary in the event of an incident and until the investigation has concluded. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

5.3 All retained data will be stored securely.

6 Access to CCTV images

6.1 Access to recorded images will be restricted to those staff authorized to view them, and will not be made more widely available.

7 Subject Access Requests (SAR)

7.1 Individuals have the right to request access to CCTV footage relating to themselves or their children under the Data Protection Act.

7.2 All requests should be made in writing to the headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

7.3 The school will respond to requests within 7-10 calendar days of receiving the written request and fee.

7.4 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

8 Access to and Disclosure of Images to Third Parties

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as police and service providers to the school where these would reasonably need access to the data (e.g.investigators).

8.2 Requests should be made in writing to the headteacher.

8.3 The data may be used within school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9 Complaints

9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the headteacher in the first instance.

Further Information Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition May 2015 (published by the Information Commissioners Office)
- www.ico.gov.uk
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998