

# **Captain Cook Primary School**



## **CCTV POLICY**

**September 2017**

# **CAPTAIN COOK PRIMARY SCHOOL CCTV EXTERNAL COVERAGE POLICY**

## **1. Introduction**

1.1 Captain Cook Primary School uses external and internal closed circuit television (CCTV) images to reduce crime and monitor the school 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 external and internal system comprises a number of fixed cameras.

1.3 The external system does not have sound recording capability.

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

1.5 The external and internal CCTV is monitored centrally from the Admin Office, the Data Controlling Officer being School Business Manager.

1.7 The school's external and internal CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The Data Protection Act 1998 covers the use of CCTV, and the associated images and any sound recordings. The policy outlines how the school's external and internal CCTV complies with the Act.

1.8 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound. There will be 2 lead people in school to look at CCTV footage. There will be no free access for all to view footage.

## **2. Statement of Intent**

2.1 The school complies with 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:

[http://www.ico.gov.uk/~media/documents/library/Data\\_Protection/Detailed\\_specialist\\_guides/ICO\\_CCTVFINAL\\_2301.ashx](http://www.ico.gov.uk/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.ashx)

Captain Cook Primary School is registered with the Information Commissioner's Office under Registration reference ZA28817

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.

2.3 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 External and internal cameras will be sited so they only capture images relevant to the purposes for which they are installed (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 external cameras so that the coverage is restricted to the school premises, which include outdoor areas. All external entrances into school will have CCTV in Operation signage.

### **4. Storage and Retention of CCTV images**

4.1 Recorded data will not be retained for longer than is necessary (28 days). 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.

4.2 All retained data will be stored securely.

### **5. Access to CCTV images**

5.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available. There are 2 lead people in school allowed to view the footage.

### **6. Subject Access Requests (SAR)**

6.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

6.2 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.

6.3 The school will respond to requests within 40 calendar days of receiving the written request and fee.

6.4 A fee of £10 will be charged per request.

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

## **7. Access to and Disclosure of Images to Third Parties**

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

7.2 Requests to be made in writing to the Headteacher.

## Appendix A - Checklist

This external CCTV system and the images produced by it are controlled by the School Business Manager who is responsible for how the system is used and for notifying the Information Commissioner about the external CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

Captain Cook Primary School has considered the need for using external CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of visitors. It will not be used for other purposes. We conduct an annual review of our use of external CCTV.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
A named individual is responsible for the operation of the system.			
A system had been chosen which produces clear images, which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s). Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to become known (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

## Appendix B – CCTV Signage

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that CCTV monitors the area and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

### The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries

