

# The Priory CE VA Primary School

*Inspiring a generation to learn, flourish and achieve in a caring, Christian community*



## CCTV Policy

CCTV Policy			
<b>Approval</b>	Board of Governors	<b>Chairman</b>	Sue Solly
<b>Headteacher</b>	Paul Ruffle Author: Helen Brown	<b>Signature</b>	
<b>Date of last review</b>	March 2019	<b>Date of review</b>	March 2021
<b>Date of next review</b>	March 2023	<b>Maintenance</b>	FGB

## Purpose

The purpose of this policy is to regulate the management, operation and use of the Closed Circuit Television (CCTV) system at The Priory CE VA Primary School, hereafter referred to as THE PRIORY SCHOOL.

**The system comprises a number of *fixed cameras* located around the site (see Appendix 1). All cameras are monitored and access to images/footage is only available to specific staff – namely *The Headteacher, designated safeguarding teachers, Support Services Manager and Site Manager*.**

This policy follows General Data Protection Regulation (GDPR) guidelines.

The policy will be subject to review on a biennial basis to include consultation as appropriate with interested parties.

The CCTV system is owned by THE PRIORY SCHOOL:

### 1 Objectives of the CCTV scheme:

- (a) To protect THE PRIORY SCHOOL persons, buildings, site and assets
- (b) To increase personal safety and reduce the fear of crime
- (c) To support the police in a bid to deter and detect crime
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect members of the public and private property
- (f) To assist in managing THE PRIORY SCHOOL

### 2 Statement of intent:

***The CCTV Scheme will be registered with the Information Commissioner*** under the terms of The General Data Protection Regulation (GDPR) and will seek to comply with the requirements of both The General Data Protection Regulation (GDPR) and the Commissioner's Code of Practice. The Priory School will treat the system and all information, documents and recordings obtained and used as data which are protected by the Regulation. Cameras will be used to monitor activities within The Priory School to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of The Priory School, together with its visitors.

*Cameras are positioned so as not to focus on pupils in the playground, 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. Footage will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Footage will never be released to the media for purposes of entertainment.

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. *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 Priory School CCTV.* The school's CCTV system has been registered with the Information Commissioners Office (ICO).

### 3 Operation of the system:

The scheme will be administered and managed by *The Headteacher* in accordance with the principles and objectives expressed in the policy. The day-to-day management will ultimately be the responsibility of the Headteacher. The control server will only be accessed by *a designated person (see comprehensive list above)*.

The CCTV system will be operated 24 hours each day, every day of the year, *although records only footage within range of the cameras*.

### 4 Control Server:

Access to the CCTV control server will be strictly limited to a designated person (see list above).

Visitors and other contractors wishing to have access to the system or access footage will be subject to particular arrangement as outlined below.

- ***A visitor record will be maintained. Full details of visitors including time/data of entry and exit will be recorded.***
- ***SLT must satisfy themselves over the identity of any other visitors to the hardware or wishing to access footage and the purpose of the visit. Where any doubt exists access will be refused. Details of all visits and visitors will be recorded on the CCTV System logbook (see Appendix 2).***
- ***The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. Casual visits will not be permitted. Visitors must first obtain permission from the Headteacher or SLT and must be accompanied throughout the visit.***
- ***Administrative functions which the Support Services Manager is responsible for will include maintaining hard disc space, filing and maintaining occurrence and system maintenance logs (managed through maintenance contract). Emergency procedures will be used in appropriate cases to call the Emergency Services.***

### 5 Monitoring procedures

Camera surveillance may be maintained at all times.

**A monitor is available to the Site Manager to which pictures will be recorded.**

### 7 Data storage procedures

Data will be stored on the control server ***for a period of approximately 30 day***. Footage will be overwritten after this time. No other copy of footage will exist unless for a specific purpose relating to criminal activity or investigation.

Footage may be viewed by the Police for the prevention and detection of crime, authorised officers of Bournemouth Christchurch and Poole Council for supervisory purposes, authorised demonstration and training.

A record will be maintained of the release of footage to the Police or other authorised applicants. A register will be available for this purpose.

Viewing of footage by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned as per the General Data Protection Regulation.

Footage will only be released to the Police on the clear understanding that the data remains the property of THE PRIORY SCHOOL and is to be treated in accordance with this regulation. THE PRIORY SCHOOL also retains the right to refuse permission for the Police to pass the footage to any other

person.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances footage 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: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

### **8 Breaches of the policy (including breaches of security)**

Any breach of the policy by The Priory staff will be initially investigated by the Headteacher, in order for the appropriate disciplinary action to be taken. Any serious breach of the policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

### **9 Assessment of the scheme and policy**

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

### **10 Complaints**

Any complaints about The Priory School CCTV system should be addressed to the Headteacher. These will be investigated in line with the ICO guidance document: **In the picture: A data protection code of practice for surveillance cameras and personal information.**

### **11 Access by the Data Subject**

The General Data Protection Regulation (GDPR) 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.

### **12 Public information**

Copies of this policy and the ICO Code of Practice will be available to the public from THE PRIORY SCHOOL and the Headteacher .

## **Summary of Key Points**

- This policy will be reviewed every two years.
- The CCTV system is owned and operated by THE PRIORY SCHOOL
- The system records within range of the cameras. Footage is recorded continuously.
- The system may be monitored out of office hours.
- The hardware is not available to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.
- Data will be stored electronically for a period of approximately 30 days (28 – 31 days) and overwritten after this time.
- Footage may only be viewed by authorised staff and the Police.
- Footage will not be made available to the media for commercial or entertainment.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the corporate policies and procedures.
- Any breaches of this policy will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the policy and remedies will be reported to the Headteacher.

