

# CCTV Policy



**Approved by:** Governing Body

**Date:** 19/10/2022

**Last reviewed on:** 14<sup>th</sup> October 2022 by Deb Thwaites & Claire Seddon

**Next review due :** October 2024

Any personal data processed in the delivery of this policy will be processed in accordance with the school Data Protection Policy.

## 1. Policy Statement

1.1 Ronald Tree Nursery School uses Close Circuit Television (“CCTV”) within the premises of the School. The purpose of this policy is to set out the how the school manages, operates and uses CCTV. It should be read in conjunction with the Data Protection Policy.

1.2 This policy applies to all members of our staff, visitors to the School premises and all other persons whose images may be captured by the CCTV system.

1.3 This policy takes account of all applicable legislation and guidance, including:

- General Data Protection Regulation (“GDPR”);
- CCTV Code of Practice produced by the Information Commissioner;
- Human Rights Act 1998.

1.4 The system comprises a number of day and night cameras and does not use sound recording. The CCTV system is owned and operated by the School and deployment is determined by the Senior Management Team. The Head teacher has overall responsibility.

1.5 Access and viewing is restricted and all authorised operators with access to images will be aware of the procedures they are required to follow and their responsibilities under this policy. All employees will be aware of the restrictions in relation to access to, and disclosure of, recorded images. The further introduction of, or changes to, CCTV monitoring will be subject to consultation with staff where appropriate.

## 2. Purpose of CCTV

2.1 The School uses CCTV for the following purposes:

- To provide a safe and secure environment for children, staff and visitors;
- To protect the school buildings and assets;
- To assist in reducing the fear of crime and for the protection of private property;
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

## 3. Policy Intent

3.1 The school will:

- notify the Information Commissioners Office of its use of CCTV as part of the annual data protection registration;
- complete a CCTV Privacy Impact Assessment (“PIA”) for the use of surveillance CCTV and will update this as appropriate when the system is upgraded or significantly modified;
- treat the system and all information processed on the CCTV system as data which is covered by the Data Protection Act/GDPR;
- use cameras to monitor activities within the school grounds to identify potential criminal activity for the purpose of securing the safety and well-being of the school, as well as for monitoring child, staff and visitor behaviour;

- not direct cameras outside of the school site at private property, an individual, their property or a specific group of individuals. The exception to this would be where an authorisation was obtained for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000;
- display CCTV warning signs will be clearly and prominently because coverage includes outdoor areas.
- not guarantee that a system will or can cover or detect every single incident taking place in the areas of coverage;
- not use materials or knowledge for any commercial purpose. Recorded materials will only be released for use in the investigation of a specific crime and with the written authority of the Police and in accordance with the Data Protection Act/GDPR.

#### 4. Siting Cameras

4.1 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/GDPR requirements

4.2 Members of staff, on request can access details of CCTV camera locations.

#### 5. Covert Monitoring

5.1 The school retains the right in exceptional circumstances to set up covert monitoring. For example:

- where there is good cause to suspect that an illegal or serious unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances, authorisation must be obtained beforehand from the Head Teacher and Chair of Governors. Covert Monitoring will cease following completion of an investigation.

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

#### 6. Storage and Retention of CCTV images

6.1 Recorded data will not be retained for longer than is necessary. 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.

6.2 All retained data will be stored securely.

6.3 Recordings are kept for 28 days. Specific recordings which the school wishes to retain after this time will be logged (see Appendix A).

#### 7. Disclosure of Images to Data Subjects (Subject Access Requests)

7.1 Any Individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation and has the right to request access to those images.

7.2 Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. All requests should be made in writing to the Head Teacher or Data Protection Officer. 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 When such a request is made a member of the Senior Management Team as the CCTV system administrator will review the CCTV footage, in accordance with the request.

7.3.1 If the footage contains only the individual making the request then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The Senior Management Team as the CCTV system administrators must take appropriate measures to ensure that the footage is restricted in this way.

7.3.2 If the footage contains images of other individuals then the School must consider whether:

- The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
- The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
- If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

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.

7.5 A record must be kept (see Appendix B), and held securely, of all disclosures which sets out:

- When the request was made;
- The process followed by the Senior Management Team (as the CCTV system administrators) in determining whether the images contained third parties;
- The considerations as to whether to allow access to those images;
- The individuals that were permitted to view the images and when; and
- Whether a copy of the images was provided, and if so to whom, when and in what format.

## 8. Disclosure of Images to Third Parties

8.1 The School will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.

8.2 Third parties acting on behalf of a duty subject will be handled in accordance with the School's Subject Access Request Policy.

8.3 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place. If a request is received from a law enforcement agency for disclosure of CCTV images then the School must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable

proper consideration to be given to what should be disclosed, and the potential disclosure of any third-party images.

8.4 The information above must be recorded in relation to any disclosure (see Appendix B).

8.5 If an order is granted by a Court for disclosure of CCTV images then this should be complied with. However careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

## 9. Access to CCTV Images

9.1 The ability to view live and historical CCTV data available via network software is only to be provided at designated locations and to authorised persons only. Direct access to recorded data is limited to the Senior Management Team as administrators.

9.2 Specific live monitoring is provided to Reception staff.

9.3 Data from CCTV may be used within the school's' discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

## 10. Complaints

- Complaints and enquiries about the operation of CCTV within the school should be directed to the Head Teacher or Data Protection Officer in the first instance.

11. Further Information For further information on CCTV and its use please see:

- Data Protection Act 1998
- General Data Protection Regulation (GDPR)
- CCTV Code of Practice (ICO website <https://ico.org.uk/for-organisations/guide-to-dataprotection/cctv/>)

Reviewed by

Deb Thwaites, Head Teacher

Claire Seddon, School Business Manager

14<sup>th</sup> October 2022



