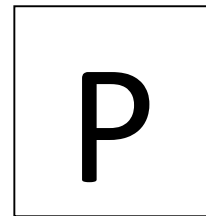




Closed Circuit Television (CCTV) Policy



1. Introduction

- 1.1. The purpose of this policy is to regulate the management and use of the closed circuit television (CCTV) system at Light Hall School.
- 1.2. This CCTV scheme and policy is operated within the Information Commissioner’s Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.
- 1.3. This policy will be subject to an annual review, which will include a review in respect of the effectiveness and necessity of the system.
- 1.4. The hardware:
 - 5 DVR control units.
 - 3 remote controlled cameras.
 - 73 static cameras.
 - The main control units are held in a secure location.
 - It is a digital system owned wholly by the school.
 - It is a closed system with no wireless capability.
- 1.5. The software allows:
 - No audio recordings.
 - All cameras to be viewed remotely, with restricted access and password protection.
 - Images to be saved on CD.

2. Objectives - The CCTV system will be used to:

- 2.1 Help maintain a safe environment for all school users.
- 2.2 Support personal safety and welfare.
- 2.3 Deter crime against persons and personal property.
- 2.4 Deter crime against the school buildings and its assets.
- 2.5 Assist in the identification and prosecution of persons having committed an offence.

4. Operation of the System

- 4.1. The system is maintained by Vaults Security, we are contracted to one annual service, as well as emergency call-outs and maintenance.
- 4.2. The system is administered by the Facilities Director and relevant premises staff, in accordance with the principles and objectives expressed in the code.
- 4.3. The system will be in operation 24 hours each day, for every day of the year.
- 4.4. The Site Manager or other designated representative will review on a weekly basis using a check list that

VERSION 2	TO BE APPROVED BY FULL GOVERNING BODY ON: 09.02.21	POLICY RENEWAL REQUIRED: ANNUALLY	REVIEW DATE: 09.02.22	SIGNED: CHAIR OF GOVERNORS
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the system is operating effectively and in particular that the equipment is properly recording and that cameras are functional.

- 4.5. The system will be regularly serviced and maintained.
- 4.6. Defects will be reported to the servicing company at the earliest convenient opportunity.

6. Monitoring Procedures

- 6.1. Camera surveillance may be maintained at all times.
- 6.2. Images are stored on the DVR for a maximum of 16 days
- 6.3. 6 Desktops have CCTV viewing software installed across the school site.
- 6.4. Two monitors are installed on the main front reception to provide a continuous viewing facility by staff.
- 6.5. Access to monitors is restricted to authorised staff only, monitors are not in plain view to anyone other than the user.
- 6.6. If covert surveillance is planned or has taken place, copies of the authorisation forms, including any review must be completed and retained.

5. Control of Software & Access to the System

- 5.1. Access to the CCTV software will be strictly limited to authorised operators with a password.
- 5.2. Unless in an immediate response to events, staff using the CCTV software will not direct cameras at an individual or a specific group.
- 5.3. Operators will satisfy themselves that all persons viewing CCTV material will have a right to do so.
- 5.4. All CCTV operators have an individual log in number for user identification purposes.
- 5.5. The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption.
- 5.6. The main control facility is kept in the main front office.
- 5.7. Other administrative functions include controlling and maintaining downloaded digital materials, and maintenance of system access logs.
- 5.8. CCTV viewing software can only be installed onto desktops with permission of the Facilities Director or Head Teacher

7. Digital Images: Procedures

- 7.1. Live and recorded materials may be viewed by authorised operators in investigating an incident and recorded material may be downloaded from the system in line with the objectives of the scheme.
- 7.2. Images (stills and footage) may be viewed by the Police for the detection of crime.



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- 7.3. A record is maintained of the release of images to the Police or other authorised applicants.
- 7.4. The Light Hall CCTV Log is retained in the Site Team Office.
- 7.5. A CCTV Incident Log will be completed to document the release and return of evidence.
- 7.6. Viewing of images by the Police will be recorded in writing and in the log book; requests by the Police are allowable under section 29 of the Data Protection Act (DPA) 1998.
- 7.7. Should images be required as evidence, a digital copy may be released to the Police; the school retains the right to refuse permission for the Police to pass the images to any other person.
- 7.8. The Police may require the school to retain images for possible use as evidence in the future; such images will be securely stored until they are needed by the Police.
- 7.9. Applications received from outside bodies (e.g. solicitors) to view or release images will be referred to the Head teacher. In these circumstances, images 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 will be charged in such circumstances, which is appropriate for subject access requests.
- 7.10. Retention: Images will be retained for only as long as these are required. The system will automatically delete all recordings held on the main control units after 10 to 16 days, dependent upon the unit and number of IP cameras.

8. Breaches Of The Code (Including Breaches Of Security)

- 8.1 Any breach of the CCTV code of practice by school staff will be investigated by the Head Teacher, in order for the appropriate disciplinary action to be taken.

9. Assessment Of The Scheme And Code Of Practice

- 9.1 Performance monitoring, including random operating checks, may be carried out by the Facilities Director, or Site Manager.

10. Complaints

- 10.1 Any complaints about the school's CCTV system should be addressed to the Head teacher.

11. Subject Access And Freedom Of Information

- 11.1. The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV.
- 11.2. Requests for Data Subject Access should be made in writing to the Head teacher.
- 11.3. A request for Subject Access will be charged at £10, which is the maximum allowable under the DPA
- 11.4. A request under the Freedom of Information Act 2000 will be accepted, when such a request is appropriate.



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11.5. Reference Documents

- Freedom of Information Act 2000 (FOIA)
- Protection of Freedoms Act 2012 (PFA)
- Human Rights Act 1998 (HRA)
- Secretary of State's – Surveillance Camera Code of Practice.

N.B Copies of this policy are available on the school's website, or on request from the School Office.