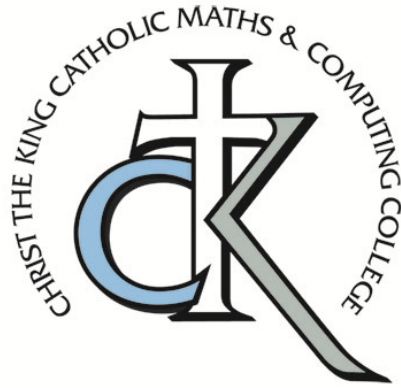


# CCTV Policy

Approved by Governors on 11 February 2014

Signed G Clarkson

Review Spring Term 2016



## **CCTV POLICY**

### **Mission Statement**

*"Love one another as I have loved" (John, 15)*

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

# **Christ the King Catholic Maths and Computing College CCTV System Policy**

## **1. Introduction**

1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Christ the King Catholic Maths and Computing College, hereafter referred to as 'the school'.

1.2 The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored via computer and are only available to selected senior staff on the Administrative Network

1.3 This Code follows Data Protection Act guidelines.

1.4 The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.

1.5 The CCTV system is owned by the school.

## **2. Objectives of the CCTV scheme**

- 2.1 (a) To protect the school buildings and their 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 school

## **3. Statement of intent**

3.1 The CCTV Scheme will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice. Notification to the Information Commissioner is not required as cameras are fixed. (As per guidance notes from the DPA, "CCTV Systems and the Data Protection Act 1988").

3.2 The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

3.3 Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.

3.4.1 Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

3.4.2 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the school's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.

3.6 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.

3.7 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at the entrance areas covered by the school CCTV.

#### **4. Operation of the system**

4.1 The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of the Senior Leadership Team

#### **5. Liaison**

5.1 Liaison meetings may be held with all bodies involved in the support of the system.

#### **6. Monitoring procedures**

6.1 Camera surveillance may be maintained at all times.

#### **8. Digital recording procedures**

8.1 Recordings may be viewed by the Police for the prevention and detection of crime, authorised officers of Lancashire County Council for supervisory purposes, authorised demonstration and training.

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

8.3 Viewing of recordings by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

8.4 Digital recordings are retained by the system for 20 days, after which they are automatically deleted.

8.5 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. Recordings will only be released to the Police on the clear understanding that it remains the property of the school, and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained thereon.

8.6 The Police may require the school to retain the stored digital recordings for possible use as evidence in the future. Such recordings will be securely stored, under password protection, until they are needed by the Police.

8.7 Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Headteacher. In these circumstances recordings 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.

## **9. Breaches of the code (including breaches of security)**

9.1 Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action.

9.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

## **10. Assessment of the scheme and code of practice**

10.1 Performance monitoring, including random operating checks, may be carried out by a member of the School Leadership Team.

## **11. Complaints**

11.1 Any complaints about the school's CCTV system should be addressed to the Headteacher.

11.2 Complaints will be investigated in accordance with Section 9 of this Code.

## **12 Access by the Data Subject**

12.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

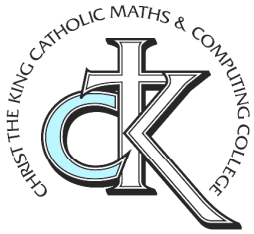
12.2 Requests for Data Subject Access should be made on an application form available from the Headteacher.

## **13. Public information**

Copies of this Code of Practice will be available to the public from the School Office and the Headteacher.

## **Summary of Key Points**

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the school.
- Liaison meetings may be held with the Police and other bodies.
- Recordings may only be viewed by Authorised School Officers, and the Police.
- Recordings will not be made available to the media for commercial or entertainment.
- Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher.



# CHRIST THE KING CATHOLIC MATHS & COMPUTING COLLEGE

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Headteacher: Mr D. Callagher BA (Hons), NPQH

I have received a recording from the CCTV at Christ the King Catholic Maths and Computing College

Date of footage

Received by ..... (print name)

Organisation .....

Signed .....

Date .....

