

# CCTV POLICY



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# **Grange Park Primary School**

## **CCTV Policy**

### **Introduction**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Grange Park Primary School.

The system is comprised of 9 fixed HIKVISION cameras. All cameras are monitored by Authorised staff. This Code follows Data Protection Act guidelines.

The Code of Practice will be subject to review periodically. The CCTV system is owned by Grange Park Primary School.

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 operators are aware of their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

### **Objectives of the CCTV scheme**

- To protect the School buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public

### **Statement of intent**

Cameras will be used to monitor activities within the school grounds and other public areas leading to the school entrances 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, staff and students.

Static cameras are not to focus on private homes, gardens and other areas of private property. Cameras are sited so they only capture images relevant to the purposes for which they are installed and care is 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.

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.

## **Main control office**

Authorised personnel will check the system in the course of their day to day duties. Access to the CCTV facilities will be strictly limited to SLT and authorised employees of Grange Park Primary School.

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.

Warning signs, as required have been placed near to areas covered by the school CCTV.

When not manned any office with a live connection to the CCTV system must be kept secured.

## **Operation and viewing of recordings**

The day-to-day management will be the responsibility of the Network Manager. The CCTV system will be operated 24 hours each day, every day of the year.

Authorised personnel's (Network Technician / SLT) can view recordings as long as it is for the purposes stated in the objectives for the system.

No student or parents can view recordings. Applications received from outside bodies (e.g. solicitors) to view or release a device will be referred to the Head Teacher. In these circumstances storage devices 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. All recorded material must be released in its original format and not modified in any way. The recordings on the CCTV hard drive will be over written after approximately 20 days.

In order to maintain and preserve the integrity of the recording on the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- (i) Each storage device (eg USB stick, DVD) must be identified by a unique mark.
- (ii) Before using, the storage device it must be cleaned of any previous recordings.
- (iii) A storage device for evidential purposes must be sealed, witnessed, signed by the Network Manager, dated and stored in a separate, secure area. If a storage device is not copied for the Police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence security area.

Storage devices may be viewed by the Police for the prevention and detection of crime. A record will be maintained of the release of the storage device to the Police or other authorised applicants.

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

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

All requests should be made verbally, or in writing to SLT. 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.

As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and the request can be refused.

Refusal to disclose images, may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to an individual.
- To prevent automated decisions from being taken in relation to an individual.
- Likely to prejudice the legal rights of individuals or jeopardise an ongoing investigation.

## **Complaints**

Any complaints about the school CCTV system should follow the current schools complaints procedures.