

SOUTHFIELD SCHOOL

CCTV POLICY

1 Policy Statement

- 1.1 Southfield School] uses Close Circuit Television (“CCTV”) within the premises of the School. The purpose of this policy is to set out the position of the School] as to the management, operation and use of the CCTV at the School].
- 1.2 This policy applies to all members of our Workforce, 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:
 - 1.3.1 General Data Protection Regulation (“GDPR”)
 - 1.3.2 *Data Protection Act 2018* (together the Data Protection Legislation)
 - 1.3.3 CCTV Code of Practice produced by the Information Commissioner
 - 1.3.4 Human Rights Act 1998
- 1.4 This policy sets out the position of the School in relation to its use of CCTV.

[RE the Data Protection Act 2018 -The Data Protection Bill which is the basis of the Act is currently progressing through Parliament but is expected to receive Royal Assent during 2018. It is not yet finalised. The GDPR will not come into force until 25 May 2018 and so this policy should not be applied until then. The Data Protection Act 1998 continues to apply until that date.]

2 Purpose of CCTV

- 2.1 The School uses CCTV for the following purposes:
 - 2.1.1 To provide a safe and secure environment for pupils, staff and visitors
 - 2.1.2 To prevent the loss of or damage to the School buildings and/or assets
 - 2.1.3 To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders
 - 2.1.4 To monitor the security of the site

Date: May 2018	To be reviewed: Biennially	Next review date: May 2020
Page 1 of 3		

SOUTHFIELD SCHOOL

3 Description of system

- 3.1 The system consists of 50 fixed dome and bullet cameras that record video but not sound.

4 Siting of Cameras

- 4.1 All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils and visitors.
- 4.2 Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The School will make all reasonable efforts to ensure that areas outside of the School premises are not recorded.
- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.
- 4.4 Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets. Camera will be used in the Food Technology room for safety purposes and also classroom T1 for security reasons.

5 Privacy Impact Assessment

- 5.1 Prior to the installation of any CCTV camera, or system, a privacy impact assessment will be conducted by the School to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The School will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

6 Management and Access

- 6.1 The CCTV system will be managed by the Headteacher and Mr Mark Wilson, the IT Services Manager
- 6.2 On a day to day basis the CCTV system will be operated by Mr Mark Wilson, the IT Services Team and Mr Simon Clark, Assistant Headteacher with responsibility for behaviour and safeguarding
- 6.3 The viewing of live CCTV images will be restricted to Mr Mark Wilson, and Mr Simon Clark, Assistant Headteacher with responsibility for behaviour and safeguarding.
- 6.4 Recorded images which are stored by the CCTV system will be restricted to access by Mr Mark Wilson, IT Services manager, and Mr Simon Clark, Assistant Headteacher.

Date: May 2018	To be reviewed: Biennially	Next review date: May 2020
Page 2 of 3		

SOUTHFIELD SCHOOL

- 6.5 No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.
- 6.6 The CCTV system is checked weekly by Mr Mark Wilson to ensure that it is operating effectively

7 Storage and Retention of Images

- 7.1 Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.
- 7.2 Recorded images are stored only for a period of no longer than 30 days unless there is a specific purpose for which they are retained for a longer period.
- 7.3 The School will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:
 - 7.3.1 CCTV recording systems being located in restricted access areas;
 - 7.3.2 The CCTV system being encrypted/password protected;
 - 7.3.3 Restriction of the ability to make copies to specified members of staff
 - 7.3.4 A log of downloaded CCTV images, will be maintained by the School and kept in a secure manner.

8 Disclosure of Images to Data Subjects

- 8.1 Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images.
- 8.2 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. Such a request should be considered in the context of the School's Subject Access Request Policy.
- 8.3 When such a request is made Mr Mark Wilson, and Mr Simon Clark, Assistant Headteacher will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.
- 8.4 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. Mr Mark Wilson, and Mr Simon Clark, Assistant

Date: May 2018	To be reviewed: Biennially	Next review date: May 2020
Page 3 of 3		

SOUTHFIELD SCHOOL

Headteacher must take appropriate measures to ensure that the footage is restricted in this way.

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

8.5.1 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;

8.5.2 The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or

8.5.3 If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

8.6 A record must be kept, and held securely, of all disclosures which sets out:

8.6.1 When the request was made;

8.6.2 The process followed by Mr Mark Wilson, and Mr Simon Clark, Assistant Headteacher in determining whether the images contained third parties;

8.6.3 The considerations as to whether to allow access to those images;

8.6.4 The individuals that were permitted to view the images and when; and

8.6.5 Whether a copy of the images was provided, and if so to whom, when and in what format.

9 Disclosure of Images to Third Parties

9.1 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.

9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.

9.3 If a request is received from a law enforcement agency for disclosure of CCTV images then Mr Mark Wilson, and Mr Simon Clark, Assistant Headteacher 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

Date: May 2018	To be reviewed: Biennially	Next review date: May 2020
Page 4 of 3		

SOUTHFIELD SCHOOL

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

- 9.4 The information above must be recorded in relation to any disclosure.
- 9.5 If an order is granted by a Court for disclosure of CCTV images then this should be complied with. However very 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.

10 Review of Policy and CCTV System

- 10.1 This policy will be reviewed BIANNUALLY.
- 10.2 The CCTV system and the privacy impact assessment relating to it will be reviewed BIANNUALLY.

Misuse of CCTV systems

- 10.3 The misuse of CCTV system could constitute a criminal offence.
- 10.4 Any member of staff who breaches this policy may be subject to disciplinary action.

11 Complaints relating to this policy

- 11.1 Any complaints relating to this policy or to the CCTV system operated by the School should be made in accordance with the School Complaints Policy.

Date: May 2018	To be reviewed: Biennially	Next review date: May 2020
Page 5 of 3		

SOUTHFIELD SCHOOL

CCTV PRIVACY IMPACT ASSESSMENT TEMPLATE

1 Who will be captured on CCTV?

Pupils, staff, parents / carers, volunteers, Governors and other visitors including members of the public etc

2 What personal data will be processed?

Facial Images, behaviour.

3 What are the purposes for operating the CCTV system? Set out the problem that the School is seeking to address and why the CCTV is the best solution and the matter cannot be addressed by way of less intrusive means.

Prevention or detection of crime, the apprehension and prosecution of offenders, safeguarding student, staff and public safety, to assist in managing student behaviour and to monitor the security of the site.

4 What is the lawful basis for operating the CCTV system?

Legal Obligation, legitimate interests of the organisation to maintain health and safety and to prevent and investigate crime

5 Who is/are the named person(s) responsible for the operation of the system?

The Headteacher: Mrs S. Roberts
The Assistant Head with responsibility for Safeguarding: Mr Simon Clark
The IT Services Manager: Mr Mark Wilson

6 Describe the CCTV system, including:

Cameras are located on public corridors or in rooms where there are potential security or health and safety issues.

Date: May 2018

To be reviewed: Biennially

Next review date: May 2020

SOUTHFIELD SCHOOL

- 7 Set out the details of any sharing with third parties, including processors

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- 8 Set out the retention period of any recordings, including why those periods have been chosen

30 days

- 9 Set out the security measures in place to ensure that recordings are captured and stored securely

See policy

- 10 What are the risks to the rights and freedoms of individuals who may be captured on the CCTV recordings?

See policy

- 11 What measures are in place to address the risks identified?

See policy

- 12 Have parents and pupils where appropriate been consulted as to the use of the CCTV system? If so, what views were expressed and how have these been accounted for?

Notices have been placed around the site

Date: May 2018	To be reviewed: Biennially	Next review date: May 2020
Page 7 of 3		

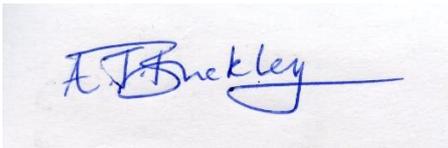
SOUTHFIELD SCHOOL

13 When will this privacy impact assessment be reviewed?

BIENNIALY

Approval:

This assessment was approved by the Data Protection Officer:



DPO

Mrs Amanda Buckley

Date 9 May 2018

Date: May 2018	To be reviewed: Biennially	Next review date: May 2020
Page 8 of 3		