



The Exceed Academies Trust  
Policy for School Staff

# CCTV Policy

Approved by the Trust Board on: 24<sup>th</sup> May 2018

To be reviewed on: As necessary

Signed on behalf of the Trust Board: *TV Grams*

## **1 Policy Statement**

- 1.1 Exceed Academies Trust uses Close Circuit Television (“CCTV”) within the premises of the Trust and its Schools. The purpose of this policy is to set out the position of the Trust as to the management, operation and use of the CCTV at Trust and its Schools.
- 1.2 This policy applies to all members of our Workforce, visitors to the Trust 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 Trust in relation to its use of CCTV.

## **2 Purpose of CCTV**

- 2.1 The Trust 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 Trust 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 assist in the management of the workforce and any subsequent allegations of misconduct

## **3 Description of system**

- 3.1 Each of the schools operate a CCTV system with a range of cameras which cover the schools grounds. All of these cameras are in fixed locations and some have sound recording capabilities.

## **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 Trust will make all reasonable efforts to ensure that areas outside of the Trust 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 individual have a heightened expectation of privacy, such as changing rooms or toilets.

## **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 Trust to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The Trust 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 in each school will be managed by the Site Manager, Headteacher or Trust Estates Team. White Star Security have remote access to the CCTV system to monitor after hours.
- 6.2 On a day to day basis the CCTV system will be operated by either the Site Manager, Caretaker or Headteacher.
- 6.3 The viewing of live CCTV images will be restricted to the Trust Estates Team, Site Manager, Caretaker (school site team), Headteacher or Office Manager.
- 6.4 Recorded images which are stored by the CCTV system will be restricted to access by password control.
- 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 the Site Team 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 30 days unless there is a specific purpose for which they are retained for a longer period.

- 7.3 The Trust 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
- 7.4 A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained by the Trust.

## **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 Trust's Subject Access Request Policy.
- 8.3 When such a request is made the Trust Estate Team, School Site Team or 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. The Site Team / 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 Trust 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 Trust Estate Team, School Site Team / 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.

### **Disclosure of Images to Third Parties**

- 8.7 The Trust will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.
- 8.8 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- 8.9 If a request is received from a law enforcement agency for disclosure of CCTV images then Trust Estate Team, School Site Team or 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 consideration to be given to what should be disclosed, and the potential disclosure of any third party images.
- 8.10 The information above must be recorded in relation to any disclosure.
- 8.11 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.

## **9 Review of Policy and CCTV System**

- 9.1 This policy will be reviewed as necessary.
- 9.2 The CCTV system and the privacy impact assessment relating to it will be reviewed as necessary, or when changes to the CCTV system are proposed.

## **Misuse of CCTV systems**

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

## **10 Complaints relating to this policy**

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

## 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, sound, etc.

3 What are the purposes for operating the CCTV system? Set out the problem that the Trust 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 and reduce anti-social behaviour around sites, manage workforce issues including use within disciplinary procedures

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?

Estates Site Team  
School Site Teams  
Headteachers / Principal of each school

6 Describe the CCTV system, including:

- a. Each school site has a fixed CCTV system with cameras located within the school grounds (internally and externally). The cameras are high specification to ensure that clear images are produced so that the images can be used for the purpose for which they are obtained.
- b. Cameras have been sited within the School grounds to avoid capturing images which are not necessary for the purposes of the CCTV system;

- c. Signs indicating that CCTV is in operation are located at various locations within the site. These are located on the main entrances, within the car park and footpaths throughout school so that they are clearly visible to all stakeholders.

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

CCTV footage maybe provided to external parties such as the Police, or through subject access requests. Careful consideration will be given to whether any provider is used in relation to the CCTV system and the access they might have to images.

The CCTV system is monitored by a third party monitoring company who have direct access to live images of the CCTV system once the system is armed on the schedule. All recording data is stored on the CCTV system itself, on individual hard drives located inside the unit.

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

30 days retention

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

CCTV footage is only accessible on one PC which is password protected. Only Key individuals have access to this PC.  
The footage is stored on the CCTV Server with no other access

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

- Identification of an individual
- Loss of data if recordings disclosed to a third party (such as the police) if data not encrypted
- Misuse of data if accessed by non-authorized individual

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

- Is it fair to record them in the way proposed? Yes, we have a duty of care to our pupils, staff and visitors and CCTV facilitates this

- How is the amount of data processed to be minimised? 30 days retention period and only accessed by key individuals
- What are the risks of the system being accessed unlawfully? Low – password protected and only key individuals have access
- What are the potential data breach risks? CCTV footage released publically without consent – loss of data.
- What are the risks during any transfer of recordings, or when disclosed to third parties such as the police? Loss of data – Secure Encrypted USB to be used when transferring any data

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?

CCTV Installation was approved by the LGB of each school (each school having parent governors).

13 When will this privacy impact assessment be reviewed?

As required or with any changes to CCTV system in any of the schools.

**Approval:**

This assessment was approved by the Data Protection Officer:

DPO .....Ruth Jarvis .....

Date .....16.5.18.....