Oakwood Infant and Nursery School

CCTV Policy including Code of Practice (OAK005/09/2027)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect.

We are all stars, watch us shine.

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CCTV Policy

Introduction

This is the School's approved policy relating to the use of CCTV. Oakwood Infant and Nursery School uses closed circuit television (CCTV) images and sound to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent loss or damage to the school property.

The system comprises up to 16 (Charged Couple Device) cameras.

The system does have sound recording capability.

The CCTV system is owned and operated by the school, the deployment of which is determined by the school's Governing Board.

The CCTV is monitored centrally from the school offices by office staff.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the Governing Board.

The school's CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act (DPA). The use of CCTV, and the associated images and any sounds recordings is covered by the DPA. This policy outlines the school's use of CCTV and how it complies with the legislation.

All authorised operators and employees with access to images and sound are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained about their responsibilities under the CCTV policy. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

Statement of Intent

The school complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use. The Code of Practice is published at:

https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf

CCTV warning signs will be clearly and prominently placed at all external entrances to the school. Signs will contain details of the purpose for using CCTV (see Appendix A). In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The planning and design has endeavoured to ensure that the system 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.

Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed, (as described above), and care will be 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 legislation.

The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

CCTV will not be used in classrooms but in areas within school that have been identified by staff and pupils as not being easily monitored.

Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

Covert Monitoring

The school may in exceptional circumstances set up covert monitoring. For example:

- Where there is good cause to suspect than an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from a member of the senior leadership team.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

Storage and Retention of CCTV Images

The system is supported by digital recording facilities which will function throughout operations in real time.

As the images and are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images and sound will be cleared automatically after a set time. Unless required for evidential purposes or the investigation of crime, recorded images and sound will be retained for no longer than 60 days from the date of recording.

However, the school recognises that, in accordance with the requirements of the Data Protection Act, no images and sound and sound should be retained for longer than is necessary. Accordingly, some recorded images and sound may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images. Digital images will be automatically erased after a set period, which will be no longer than 60 days.

In the event of the digitally recorded image and sound being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

Access to CCTV Images

Access to recorded images and sound will be restricted to those staff authorised to view them, and will not be made more widely available.

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR.

All requests should be made in writing using the SAR request form to the Data Controller. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example, data, time and location.

The school will respond to requests within 1 calendar month of receiving the request.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Please see the Subject Access Request policy for further details.

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel, such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators). Requests by third parties should be assessed using the school's Third Party Request for Information policy.

The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

Complaints

Complaints will be dealt with in accordance with the school's Complaints Procedure.

Appendix A: CCTV Signage

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures and sound are recorded. The school is to ensure that this requirement is fulfilled. The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded.
- The purpose of using CCTV.
- The name of the school.
- The contact telephone number or address for enquiries.



CCTV Code of Practice

1. Introduction and Accountability

Oakwood Infant and Nursery School has a comprehensive closed circuit television (CCTV) surveillance system
(The 'system') for the purpose of the prevention and detection of crime and the promotion of health, safety and welfare of staff, pupils and visitors.

The system is owned by the School and images and sound from the system are strictly controlled and monitored by authorised personnel.

This policy has been prepared from the standards set out in the Information Commissioner's CCTV Code of Practice 2008 and the Surveillance Camera Code of Practice 2013 published by the Home Office. Its purpose is to ensure that the CCTV system is used to create a safer environment for staff, pupils and visitors to the School and to ensure that its operation is consistent with the obligations on the School imposed by the Data Protection Act 1998. The policy is widely available consultation from the Schools website.

In line with the Home Office12-point code of conduct the use of the system will:

1. Always be for the purpose specified which is in pursuit of a legitimate aim and necessary to meet an identified pressing need and take into account its effect on individuals and their privacy.
2. Have as much transparency as possible, including a published contact point for access to information and complaints.
3. Have clear responsibility and accountability for all surveillance activities including images and sound information collected, held and used.
4. Have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them.
5. Have no more images and sound information stored than that which is strictly required.
6. Restrict access to retained images and sound and information with clear rules on who can gain access.
7. Consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
8. Be subject to appropriate security measures to safeguard against unauthorised access and use.
9. Have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with.

10. Be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim.
11. Be accurate and kept up to date when any information that is used to support a surveillance camera system which compares against a reference database for matching purposes.

12. The primary purpose of the system is to:

- Help maintain an environment for students, staff and others, which supports their safety and welfare.
- Deter crime against persons, and against the school buildings and school assets.
- Assist in the identification and prosecution of persons having committed an offence.

2. Operation

The Governing Board is responsible for the operation of the CCTV system and for ensuring compliance with this policy. Breaches of the policy by staff monitoring the system may constitute matters of discipline under the relevant conditions of employment, but it is also recognised that other members of the school may have concerns or complaints in respect of the operation of the system.

Any concerns in respect of the system's use or regarding compliance with this policy should be addressed to the Head teacher (Data Controller).

3. System

This code of conduct applies to the schools site. It will also encompass all other CCTV images that, in due course, are added to the system.

The system is operational and images and sound are capable of being monitored for 24 hours a day throughout the whole year.

Visitors and the general public are made aware of the presence of the system and its ownership by appropriate signage and the publication of this policy on the school's website. The school is responsible for the management and processing of images.

To ensure privacy, wherever practicable the cameras are prevented from focusing or dwelling on domestic accommodation and this will be demonstrated on request to local residents. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas or where domestic property is adjoining the school site, appropriate

training will be given to the system operators to ensure that they are made aware that they should not be monitoring such areas.

Images captured on camera will be recorded on the main CCTV servers which are held in a secure location. Although every effort has been made in the planning and design of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

For the purposes of the Data Protection Act 1998, the Data Controller is Oakwood Infant School and the school is legally responsible for the management and maintenance of the CCTV system.

No unauthorised access to the system is allowed at any time. Normal access is strictly limited to authorised staff only. Police officers may view recorded material with the consent of the Data Controller.

Persons other than those specified may be authorised to access the CCTV material on a case-by-case basis.
Written authorisation is required. Each separate visit will require individual authorisation and will be supervised at all times. Such visitors will not be given access to any data which falls within the scope of the Act.

In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to access the CCTV system.

Before granting access to the CCTV system, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include their name, department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the start and finish times of their access to the CCTV system.

It is recognised that the images obtained comprise personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures. The Governing Board will be responsible for the development of, and compliance with, the working procedures of the system.

Recorded images and sound will only be reviewed with the authority of the Data Controller. Copies of digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions, or where otherwise required by law.

All staff involved in the operation of the CCTV system will, by training and access to this policy, be made aware of the sensitivity of handling CCTV images and sound recordings.

The Governing Board will ensure that all staff, including relief staff, are fully briefed and trained in respect of all functions; operational and administrative, arising within the CCTV control operation. Training in the requirements of the Data Protection Act and this policy will also be provided.

4. Recordings

The system is supported by digital recording facilities which will function throughout operations in real time.

As the images and sound are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images and sound will be cleared automatically after a set time. Unless required for evidential purposes or the investigation of crime, recorded images and sound will be retained for no longer than 60 days from the date of recording.
However, the school recognises that, in accordance with the requirements of the Data Protection Act, no images and sound should be retained for longer than is necessary. Accordingly, some recorded images and sound may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images and sound. Digital images and sound will be automatically erased after a set period, which will be no longer than 60 days.

In the event of the digitally recorded image and sound being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

5. Digital Recording and Access Procedures

All disks containing images and sound to remain the property of the school. Disk handling procedures are in place to ensure the integrity of the image information held.

Requests by persons outside the school for viewing or copying of disks or obtaining digital recordings will be assessed on a case by case basis.

Requests from the police will arise in a number of ways, including:

- Requests for a review of recordings in order to trace incidents that have been reported.
- Immediate action relating to live incidents, e.g. immediate pursuit.
- For major incidents that occur when images may have been recorded continuously.
- Individual police officers seeking to review recorded images and sound on the monitor on the Requests for access to recorded

images and sound from persons other than the police or the data subject (that is, the person whose image and sound has been captured by the CCTV system) will be considered on a case by case basis.

Access to recorded images and sound in these circumstances will only be granted where it is consistent with the obligations placed on the school by the Data Protection Act 1998 (DPA) and, in particular, with the purposes set out in Section 1 of the DPA.

It is important that access to, and disclosure of, the images and sound recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images and sound are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the policy reflect the Second and Seventh Data Protection Principles of the Data Protection Act 1998.

Access to the CCTV images and sound are granted to the Headteacher, Deputy Head Teacher, Vulnerable Children's Manager, Site Manager and Chair of Governors.

All staff should be aware of the restrictions set out in this policy in relation to access to, and disclosure of, recorded images and sound.

Access to recorded images and sound will be restricted to staff who need to have access in order to achieve the purposes of using the equipment.

All access to the disks on which the images and sound are recorded will be documented.

Disclosure of the recorded images and sound to third parties will be made only in the following limited and prescribed circumstances and to the extent required or permitted by law:

- Law enforcement agencies where the images and sound recorded would assist in a specific criminal inquiry.
- Prosecution agencies.
- Relevant legal representatives.
- People whose images and sound have been recorded and retained and disclosure is required by virtue of the Data Protection Act 1998.

All requests for access or disclosure will be recorded. The Head teacher will make decisions on access to recorded images and sound by persons other than police officers. Requests by the police for access to images and sound will not normally be denied and can be made without the above authority, provided they are accompanied by a written request signed by a police officer who must indicate that the images and

sound are required for the purposes of a specific crime enquiry (This can be in a form of an email).

If access or disclosure is denied, the reasons will be documented.

If access to or disclosure of the images and sound is allowed, then the following will be documented:

- The date and time at which access was allowed or the date on which disclosure was made.
- The reason for allowing access or disclosure.
- The extent of the information to which access was allowed or which was disclosed.

Appropriate forms will be used to document routine disclosure to the Police.

Requests for non-Police disclosures will be forwarded to the Head teacher.

All staff involved in monitoring or handling image data and sound will proceed in accordance with the following protocol in respect of data subject access requests.

Data subjects will be asked to put in writing any requests for access. Individuals should provide:

- Dates and times when they visited the school and their location; for example which specific area or building.
- Either a cheque or cash to the sum of £10.00 for which a receipt will be issued (This amount only applies to personal data).
- Insurance/Legal representative's will be charged a sum of £50.00 for which a receipt will be issued (This amount only applies, due to not being a personal data request).

The data subject will be asked whether they would be satisfied with merely viewing the images and sound recorded.

A written decision on their request will be sent to the data subject within 21 days and, if access to the images and sound is to be provided (see below for circumstances when it may be refused), such access will be provided within 40 days of the school receiving the request or, if later, the date when the school receives the identification evidence from the data subject.

The procedure outlined above and the use of the subject access request form complies with Section 7 of the Data Protection Act 1998, enabling the Head teacher to inform individuals as to whether or not images and sound have been processed by the CCTV system. The school is not obliged to comply with a request under this section unless it is

supplied with such information as it may reasonably require in order to satisfy itself as to the identity of the person making the request and to locate the information which that person seeks.

Where the school cannot comply with the request without disclosing information relating to another individual who can be identified from that information it is not obliged to comply with the request, unless:

The other individual has consented to the disclosure of the information to the person making the request,
Or
It is reasonable in all the circumstances, including having consideration to child protection, to comply with the request without the consent of the other individual.

6. Photographs and hard copy prints

Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data Protection as other data collected. They will be treated in the same way as digital images.

At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.

This code of practice will be reviewed annually to assess its implementation and effectiveness and it will be promoted and implemented throughout the school.