

BEBINGTON HIGH SPORTS COLLEGE



CCTV Policy

Agreed/Reviewed by Governors – see reverse

Bebington High Sports 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 Bebington High Sports School, hereafter referred to as 'the school'.

1.2 The system currently comprises 55 'dome' cameras located around the school site, in prominent positions within full view of persons using the school.

1.3 Student toilets are included to protect students from bullying, to deter smoking and to monitor against acts of wilful damage to school property. Only the 'communal' areas of the toilets are covered by the cameras. Cubicles and urinals, are not covered.

1.4 The main CCTV centre for digital recording is located within the Main Office in a secure cabinet.

1.5 Signs have been displayed at all main entrance points to ensure students, staff and visitors that they are entering an area that is covered by CCTV.

1.6 This Code follows Data Protection Act guidelines.

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

1.8 The CCTV system is owned by the school.

2. Objectives of the CCTV scheme

2.1 The objectives of the CCTV scheme are:

- a. To protect and ensure the welfare of students, staff and visitors.
- b. To assist in reducing acts of bullying and vandalism to school premises and property.
- c. To assist in managing the school
- d. To support the Police in the event of an incident of a serious nature.

3. Statement of intent

3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

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 only be used to monitor activities within the school.

3.4 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released for use in the investigation of a specific crime(s). Recordings will never be released to the media for purposes of entertainment.

3.5 The planning and design of the system 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, or the school premises as a whole.

4. Operation of the system

4.1 The Scheme will be administered and managed by the Head teacher, and designated authorised members of staff, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of both the Leadership Team and the Authorised staff.

4.3 The CCTV system will be operated 24 hours each day, every day of the year.

4.4 All images are digitally recorded and stored securely within the system's hard drives. Unless required for evidential purposes, or the investigation of crime, automatic erasure of recorded images takes place after 31 days, from the date of recording.

4.5 Where images are required for evidential purposes a DVD disc recording is made and placed in a sealed and dated container and held until completion of the investigation. Only persons trained in the use of the equipment and authorised by the Head Teacher can access data.

5. Monitoring procedures

5.1. A monitor is installed in the Main Office, in a secured cabinet, to which pictures from all of the cameras will be continuously recorded. The monitor cannot be seen from outside the room, or from within the room without controlled access to the secure cabinet.

6. Recording Procedures

6.1 In order to maintain and preserve the integrity of specific incidents or events recorded from the hard drive to disc and the facility to use these discs in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- i. Each disc used to download recordings must be identified by a unique mark.
- ii. Each disc will only be used to record one event.
- iii. The designated person shall register the date and time of disc recording and for what purpose it was made.
- iv. A disc required for evidential purposes must be sealed, witnessed, signed by the designated person, dated and stored as the 'Master Disc' in a separate, secure store. If a disc 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 designated person, dated and returned to the secure store.

6.2 Recordings may be viewed by the Police for the prevention and detection of crime.

6.3 A record will be maintained of the release of disc copies to the Police. A register will be available for this purpose.

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

6.5 Should a disc be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. Discs will only be released to the Police on the clear understanding that the disc remains the property of the school, and both the disc 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. On occasions when a Court requires the release of an original disc this will be produced from the secure evidence store, complete in its sealed container.

6.6 The Police may require the school to retain the specifically recorded and stored discs of particular incidents for possible use as evidence in the future. Such discs will be properly indexed and properly and securely stored until they are needed by the Police.

7. Breaches of the code (including breaches of security)

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

7.2 Any serious breach of the Code of Practice will be immediately investigated.

8. Assessment of the scheme and code of practice

8.1 Performance monitoring, including random operating checks, may be carried out by the Head teacher.

9. Complaints

9.1 Any complaints about the school's CCTV system should be addressed in writing to the Head teacher.

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

10 Access by the Data Subject

10.1 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.

10.2 Requests for Data Subject Access should be made, in writing, on the prescribed application form, to the Head teacher.

10.3 There may be a charge for this access, payable at the time of issue of the form. Applicants (Data Subjects) must provide two photographs of themselves – one full face and one side view, with the completed form, together with proof of their identity e.g. recent utility bill and a driving licence or passport.

10.4 The school is not obliged to comply with a request, outlined above, unless it is reasonably satisfied as to the identity of the person making the request, and reasonably sufficient information is supplied by the Data Subject to enable the location of the information the subject seeks to be found.

10.4 A written decision on the application will be sent to the Data Subject within 21 days.

11. Public information

Copies of this Code of Practice will be available to the public on request.

- Recordings will not be made available to the media for commercial or entertainment.
- Discs will be disposed of securely by destruction.
- Any breaches of this code will be investigated by the Head teacher, or a person designated by the Head teacher.