

CCTV SYSTEM MANAGEMENT POLICY

Related Policies:

Health & Safety

Teaching and Learning

Stakeholders:

Staff, students and the general public in attendance

Approved: February 2016

Reviewed: June 2020, June 2019, November 2021

CCTV System Management Policy

1. Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Liskeard School and Community College. The system comprises a number of fixed and dome cameras located around the school's buildings. All cameras are controlled from the Network Manager's office and the system can only be accessed by selected staff. The school owns the CCTV system.

The Code of Practice will be subject to review by the Governors, to include consultation as appropriate with interested parties.

This Code follows the Data Protection Act guidelines.

2. Objectives of the CCTV scheme

The objectives of Liskeard School and Community College's CCTV system are:

- (a) To increase personal safety of students, employees and visitors, and reduce the fear of crime.
- (b) To protect the college buildings and its assets.
- (c) To support the Police in a bid to deter and detect crime.
- (d) To assist in identifying, apprehending and potentially prosecuting offenders.
- (e) To protect members of the public and private property.
- (f) To assist in managing the school and the behaviour of its pupils, staff and visitors.

3. Statement of intent

The CCTV Scheme has been 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. The school will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

Cameras will be used to monitor activities around the school site to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.

Unless an immediate response to events is required, at no time should a camera be directed at an individual without authorisation by the Head Teacher.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. Data storage devices will only be released for use in the investigation of a specific crime and with the written authority of the police. Data storage devices will never be released to the media for purposes of entertainment or publicity.

The planning and design of the system has endeavoured to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the school's CCTV system.

4. Operation of the system

The day-to-day management will be the delegated responsibility of the Network Manager during the day, and the Site Manager/Duty Caretaker out of hours and at weekends.

The CCTV system will operate 24 hours each day, every day of the year, recording all activity. Recorded activity will be routinely erased every 2 weeks unless specifically requested to be stored.

5. Control and Liaison

The IT Technician team will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. The Site Manager is to liaise with the IT Technicians regarding servicing and/or repairs, maintenance and any upgrades of the system.

6. Monitoring procedures

Camera surveillance may be maintained at all times and footage will be continuously recorded and held on the system memory. The security of this stored data is covered under the school's Data Protection and FOI policy.

In order to maintain and preserve the integrity of any data storage used to record events from 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:

- (a) Each storage device must be identified by a unique mark/reference
- (b) Before using, each storage device must be cleared of any previous recording.
- (c) The controller shall register the date and time of the storage device recording, including storage device reference.
- (d) A storage device required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence data store. 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 data store.

(e) If the storage device is archived the reference must be noted.

Storage devices may be viewed by the Police for the prevention and detection of crime and authorised officers of Cornwall Council for supervisory purposes, authorised demonstration and training. A record will be maintained of the release of storage devices to the Police or other authorised applicants. A register will be available for this purpose.

Viewing of footage by the Police or any external individual must be recorded in writing and in the logbook. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998. Should a storage device be required as evidence, a copy may be released to the Police under the procedures described in paragraph 6(d) of this Code. Storage devices will only be released to the Police on the clear understanding that the storage device remains the property of the school, and both the storage device 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 storage device or any part of the information contained thereon. On occasions when a Court requires the release of an original storage device this will be produced from the secure evidence data store, complete in its sealed bag.

The Police may require the school to retain any stored storage devices for possible use as evidence in the future. Such storage devices will be properly indexed and securely stored until the Police need them or until the school is informed they are no longer required.

Applications received from outside bodies (e.g. solicitors) to view or release footage 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, or in response to a Court Order.

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

The Head teacher, or a senior member of staff acting on their behalf, will initially investigate any breach of the Code of Practice by school staff. Any serious breach of the Code of Practice will be subject to the terms of staff disciplinary procedures already in place.

8. Assessment of the scheme and code of practice

The Business Manager and Site Manager may carry out performance monitoring, including random operating checks.

9. Complaints

Any complaints about the school's CCTV system should be addressed to the Head teacher. Complaints will be investigated in accordance with Section 7 of this Code.

10. Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Head teacher.

CCTV Operating Policy Summary

- 1. The installation of the school CCTV system is for the specific purposes of providing a safe and secure environment for our students, staff and authorised visitors in and around our school site.**
2. It is intended to monitor and support the management of behaviour, vandalism/damage and inappropriate activity in and around the school site. CCTV will support this intention in being an effectively proven tool to monitor premises and provide a substantiated audit trail, clear evidence of incidents and the timings of them.
3. The CCTV system is owned and operated by Liskeard School and Community College. There will not be a specific CCTV control room with someone constantly monitoring the CCTV images.
4. These digitally recorded images will be fed back to and stored on a dedicated IT server located in the main school Data Centre that is kept locked and to which access is restricted.
5. Images will be made accessible by the ICT Network Manager on the specific request of a member of the Senior Leadership Team or the Police for the purposes of establishing supporting evidence of a recent incident.
6. Non members of staff will have to request access to specific images through a member of the Senior Leadership Team, ideally the Head teacher. They will have to complete a standard subject request form.
7. The member of the SLT will determine whether the images requested are appropriate to disclose to the subject requesting the images. Storage devices will not be made available to the media for commercial or entertainment purposes, but may be made available for the detection of crime.
8. Images will be stored for a period of no longer than two weeks during term time. During holiday periods it may be possible that these images are stored for a longer period which will not be more than 1 calendar month. After these times the CCTV recordings are wiped and re-recorded over.
9. The CCTV system is a part of the school 'Behaviour for Learning Policy' and is intended only to provide evidence of contraventions to this policy which will result in possible punitive action in accordance with the policy.
10. The Head teacher, or a senior member of staff acting on their behalf, will conduct the initial investigation into any breaches of this code.
11. Breaches of the code and remedies will be reported to the Head teacher.
12. The CCTV system and its cameras will be regularly inspected and maintained.