

# The Friary School

## CCTV POLICY



### Introduction

The objective of this policy is to outline the circumstances within which the use of CCTV at The Friary School will be governed.

The policy has been prepared using the CCTV Code of Conduct published by the Information Commissioner's Office (ICO) and is referenced in our Data Protection / GDPR Policy.

In working within the ICO code it is intended that effective safeguards are in place to maintain the trust and confidence of members of the school community.

### Scope of CCTV

The images and information derived from the use of CCTV are covered by the Data Protection Act (DPA).

The policy covers the following use of images:

- Seeing what an individual is doing, for example monitoring them in a corridor.
- In appropriate circumstance taking action in relation to an individual, for example handing images to the police to investigate a crime.

CCTV will not routinely be used to monitor members of staff at work, although there may be exceptional circumstances where this is appropriate. Further information regarding monitoring staff can be found on the ICO website ([www.ico.gov.uk](http://www.ico.gov.uk)).

The Friary school uses CCTV to ensure the health, safety and welfare of students and staff, and to protect school property and buildings. CCTV will be used to:

- Monitor the movement of people around school (where individuals need to be recognised)
- Detect the presence of people in certain areas of the site
- Recognise known individuals and determine people who are unknown
- Identify people beyond reasonable doubt

### Operation and Administration of CCTV

Cameras will be positioned having regard to the following considerations:

- As a deterrent to groups of students gathering in restricted areas and times
- As a means of preventing damage to the fabric of the school
- To reassure members of the school community
- Where, for those being monitored, intrusion can be minimised
- Where the use of CCTV is proportionate to the problems regarding health, safety and welfare of the school community

The School Business Manager have responsibility for the effective control and administration of CCTV images.

The Senior Leadership Team (SLT) will determine how the images are used, who will be allowed to view images and when and to whom the images shall be disclosed.

## Storage of CCTV Images

Images will be retained on digital hard disks for a period of three to seven days, depending on the size of the hard drive in the digital recorders.

## Viewing CCTV Images

Images shall only be viewed by SLT and the Senior Site Supervisor or by members of school staff as determined by SLT. Images shall only be viewed in a secure area where only those intended to have access have sight of the images. Recorded images shall be subject to the same restrictions.

## Disclosure of Images

The disclosure of images to a third party will be at the discretion of the Headteacher or member of SLT in the Headteacher's absence. Images may be disclosed to law enforcement agencies when for instance they are investigating a crime, but the needs of the individual whose image has been recorded, must at all times be considered prior to disclosure. The needs of the disclosure must outweigh the needs of the individual.

Individuals whose images are recorded have the right to view images of themselves and upon request be provided with copies of the images. Such requests should be made in writing to the Headteacher. Within forty days and subject to a fee of £10 the image(s) shall be provided to the person requesting a copy. All requests should clearly detail the time, location and date of the footage required and, in addition, provide other information that helps to identify the individual such as colour of clothing or a photograph. Where images are to be disclosed to a third party consideration should be given to obscuring the identity of other people included in the footage.

## Signage

Clear and prominent signs will be in place around the school site so that those using the school are aware of the use of CCTV at Friary school. Signage should be in place in all areas where CCTV is installed.

## Review of Procedures

On an annual basis the use of CCTV will be reviewed and compliance with ICO guidance checked. A checklist (see appendix 1) will be retained for reference and used as an initial benchmark for future reviews.

<b>Reviewed By</b>	Policies & Procedures Committee	<b>Implementation Date</b>	Oct 2018	<b>Review Date</b>	Oct 2020
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## APPENDIX 1 - ANNUAL CHECK-LIST

This CCTV system and the images produced by it are controlled by the School Business Manager who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

The Friary School have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of students, staff and other visitors to the school. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked / Date	By	Date of Next Review
Notification has been submitted to the Information Commissioner and the next renewal date recorded			
There is a named individual who is responsible for the operation of the system			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required			
Cameras have been sited so that they provide clear images			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the signs			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated			
Except for law enforcement bodies, images will not be provided to third parties			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made			
Regular checks are carried out to ensure that the system is working properly and produces high quality			




<b>Reviewed By</b>	Policies & Procedures Committee	<b>Implementation Date</b>	Sept 2016	<b>Review Date</b>	Sept 2018
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