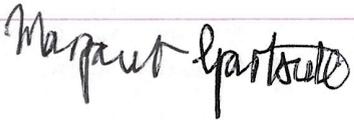


MARLFIELDS PRIMARY ACADEMY

Closed Circuit Television (CCTV) Policy

Policy Author (s)	Mrs S Isherwood
Responsible Committee	Resources
Date discussed at SLT Meeting	Not applicable
Date discussed at Staff Consultation meeting	
Date reviewed and approved by Committee	23 November 2022
Full Governors Meeting	30 November 2022
Chair of Governors Signature	
Frequency of Review	Review in the light of changes to legislation or operating experiences Or within two years of approved date from Full Governors Meeting
Review Month	November
Academy Website	Yes

CCTV Policy

1. Purpose

Marlfields Primary Academy has a CCTV surveillance system in place both inside and outside the property. Images are monitored and recorded and are used in strict accordance with this policy. The purpose of this policy is to regulate the management, operation and use of the CCTV system.

CCTV systems are installed on the premises for the primary purpose of ensuring the safety of children, staff, parents and visitors. This policy will also be implemented with respect for individuals' privacy wherever possible. It enhances the security of the building and its associated equipment as well as creating mindfulness among the occupants, at any one time, that a surveillance security system is in operation during both the daylight and night hours each day.

CCTV surveillance at the Academy is intended for the purposes of:

- Protecting, the Academy buildings and assets, both during and after school hours;
- Promoting, the health and safety of staff, pupils and visitors, ensuring that all are appropriately cared for;
- Preventing, bullying and facilitating identification of any activity/event that may warrant disciplinary proceedings being taken against pupils, staff and visitors and assist in providing evidence to the governing body;
- Providing evidence to the governing body to defend or pursue insurance claims.
- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- Supporting the police in a bid to deter and detect crime;
- Assisting in identifying, apprehending and prosecuting offenders; and
- Ensuring that academy rules are respected so that the School can be properly managed.

The system does not have sound recording capability and will not be used:

- To add recorded images to the Internet, and social media.
- To provide images for a third party, other than the Police and Insurance companies where necessary, in the course of their enquiries.

The CCTV system is owned and operated by the Academy, the deployment of which is determined by the Academy's leadership team.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and members of the Academy community.

The Academy's CCTV is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK-GDPR).

All authorised employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and are made aware of their responsibilities in following the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

2. Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. The Academy 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.

CCTV warning signs are clearly and prominently placed at the main external entrance to the School. Signs contain details of the purpose for using CCTV.

In areas where CCTV is used, the Academy will ensure that there are prominent signs placed within the controlled area. The planning and design have endeavoured to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies and related legislation. Video monitoring of public areas for security purposes within school premises is limited to uses that do not violate the individual's reasonable expectation to privacy. Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of the Academy or a pupil attending the Academy. All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the Academy.

CCTV monitoring will never be used in any observing or monitoring a member of staff's performance without consultation and agreement from the individual.

Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

3. Location of Cameras

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated. The Academy will ensure that the location of equipment is carefully considered to ensure that the images captured comply with the legislation. The Academy will make every effort to position the cameras so that their coverage is restricted to the Academy premises. CCTV will NOT be used in classrooms but may be installed in limited areas within the Academy that have been identified by staff and pupils as not being easily monitored. No camera will be hidden from view.

Members of staff will have access to details of where CCTV cameras are situated.

CCTV Video Monitoring and Recording of Public Areas may include the following:

- Protection of academy buildings and property: The building's perimeter, entrances and exits, receiving areas for goods/services.
- Monitoring of Access Control Systems: Monitor and record restricted access areas at entrances to buildings and other areas
- Verification of Security Alarms: Intrusion alarms, exit door controls, external alarms
- Video Patrol of Public Areas: Parking areas, Main entrance/exit gates, Traffic Control
- Criminal Investigations (carried out by the police): Robbery, burglary and theft surveillance

5. Access to CCTV Images

Access to recorded images will be restricted to the staff authorised to view them and will not be made widely available. Supervising the access and maintenance of the CCTV System is the responsibility of the Principal. The Principal may delegate the administration of the CCTV System to another staff member. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

6. Subject Access Requests (SAR)

Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

All requests should be made in writing to the Principal (Data Protection Officer).

Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date and location.

The applicant may view the CCTV footage if available.

The Academy will respond to requests within 30 days of receiving the request.

The Academy 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.

7. Access and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police to assist in a criminal enquiry, the Emergency Services in connection with the investigation of an accident and insurance companies to defend or pursue insurance claims.

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.

Requests for images should be made in writing to the Data Protection Officer.

8. Responsibilities

The **Site Manager** is responsible for the operation of the system and for ensuring compliance with this policy.

The Principal will:

- Ensure that the use of CCTV systems is implemented in accordance with this policy.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Academy.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensure that the CCTV monitoring is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- Maintain a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system.
- Ensure that monitoring recorded tapes are not duplicated for release.
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.

- Give consideration to both pupils and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the Academy and be mindful that no such infringement is likely to take place.
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of “Reasonable Expectation of Privacy”
- Ensure that monitoring tapes are stored in a secure place with access by authorised personnel only
- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 31 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil).
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- Ensure that camera control is not infringing an individual’s reasonable expectation of privacy in public areas.

9. DATA PROTECTION IMPACT ASSESSMENTS AND PRIVACY

CCTV has the potential to be privacy intrusive. The Academy will perform a Data Protection Impact Assessment when installing or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary and proportionate and address a pressing need identified.

10. POLICY REVIEW

The Data Protection Officer is responsible for monitoring and reviewing this policy. This policy will be reviewed every two years. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.