

St James Church of England Primary School



Name of Guidance Document	CCTV
Associated	GDPR
Review Date	April 2018

This guidance is to regulate the use of the CCTV system used over both sites at St James' Church of England Primary School (Old Jamaica Road, SE16 4SU and Alexis Street SE16 3XF). Each site has its own separate, standalone CCTV system, regularly maintained by TF Security but operated solely by a limited number of authorised staff at each site. Both units are password protected. Visible notifications are posted at both sites to inform that CCTV is being used. There is no remote access to the CCTV system.

The system at Old Jamaica Road comprises:

1 x hard drive with multiview monitor attached, password protected; 2 x small view handset monitors; 1 x viewing monitor in Reception area.

2 x cameras to school gates leading onto public highways;

14 x additional cameras in school grounds

The system at Alexis Street comprises:

1 x hard drive with multiview monitor attached, password protected; 2 x small view handset monitors; 1 x viewing monitor in Reception area.

2 x cameras to school gates leading onto public highways;

1 x camera to school car park and gate leading onto public highway;

13 x additional cameras in school grounds

CCTV is used at both sites for the following purposes:

- To protect pupils, staff and visitors.
- To increase personal safety and reduce the fear of crime.
- To protect the school buildings and assets.
- To protect the personal property of pupils, staff and visitors without prejudice, although responsibility for the safety of personal property remains with the owners.
- To support the police in preventing and detecting crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To assist in managing the school.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the Information Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

Cameras will be used to monitor activities within the school and its grounds to identify criminal activity actually occurring, anticipated, or perceived. It will be used for the purpose of securing the safety and wellbeing of the pupils, staff and school together with its visitors however we cannot guarantee that every single incident will be covered by the cameras in place.

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

Live streaming of CCTV images are used by administrative staff to grant access to visitors. These screens are on handset monitors in the offices as well as on full size monitors in the Reception areas. The CCTV system is administered by authorised staff members only. They have access to the password which will enable them to view recorded CCTV footage. Recorded images are retained for 28 days before the hard drive is rewritten and the images therefore deleted. The CCTV system is operational 24 hours a day, every day of the week.

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. Requests by a member of unauthorised staff or the public to view recorded images must be considered by the school DPO Officer and/or Headteacher/Deputy Headteacher. If there is any doubt regarding the legitimacy of the request, it must be refused.

Details of **ALL** requests must be recorded in the log book retained by the IT Manager, including time/date of access and details of images viewed together with whether the request was granted or denied and an explanation for the decision made.

Provision of CCTV Images to External Agencies

There may be occasions when the school is required to provide external bodies (e.g. police, solicitors, parents, etc) with CCTV evidence. This must be organised as follows:

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download video DVD used to record events from the hard drive must be prepared in accordance with the following procedures:

Each download video DVD must be new, blank and not previously used. It should be identified by a unique mark together with the date, time and camera number. This should all be noted in the CCTV Log Book. Images may be viewed by the police, and recorded in writing, for the prevention and detection of crime and by authorised school management. A record in the CCTV Log Book will be maintained of the release of any download video DVD to the police or other authorised applicants and will be kept securely until such time as it is requested.

Images will only be released to the police on the clear understanding that the download video DVD (and any images contained thereon) remains the property of the school, and download video DVD (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded video DVD (and any images contained thereon) to any other person.

Applications received from outside bodies (e.g. solicitors, police, parents, etc) to view or release images will be referred to the school DPO/Headteacher/Deputy Headteacher.

Any complaints about the use of CCTV should be referred to the school DPO/Headteacher/Deputy Headteacher.

For further information regarding the legal requirements, under the Data Protection act, of the operation of CCTV systems, please visit:

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

<https://ico.org.uk/for-the-public/cctv/>