

CCTV

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Contents

Statement of Intent

Copenhagen Primary School takes its responsibility towards the safety of staff and pupils very seriously. To that end we use Closed Circuit TV (CCTV) cameras to monitor the members of our school in a very specific way.

This policy must be used in conjunction with the schools Data Protection Policy.

The law states that we can use a CCTV system to monitor our premises providing our system complies with the Data Protection Act. The purpose of this policy is to manage and regulate the use of CCTV system at Copenhagen Primary School and ensure that:

- We comply with the Data Protection Act
- The images that are captured are useable for the purposes we require them for
- Re-assure those persons whose images are being captured

This policy covers the use of CCTV and other systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- Seeing what an individual is doing
- Take action relating to a crime
- Using images of an individual in some way that could affect their privacy

1. Objectives

1.1 The CCTV system will be used to:

- Maintain a safe environment
- Ensure the welfare of pupils and staff
- Deter criminal acts against persons and property
- Assist the police identifying persons who have committed and offence

2. Protocols

2.1 The CCTV will be registered with the Information Commissioners' Office (ICO) under the terms of the Data Protection Act

2.2 The system will comply with all additional legislation including:

- The Commissioners' code of Practice for CCTV 2008
- The surveillance Camera Code of Practice 2013, published by the Home Office.

2.3 The CCTV system is a closed digital system which does not make audio recordings.

2.4 Warning signs have been placed throughout the premises where the CCTV system is active, as mandated by the Code of Practice of the Information Commissioner.

- 2.5 The CCTV system has been designed for maximum effectiveness and efficiency. The school cannot however guarantee that every incident will be detected or covered and 'blind spots' may exist.
- 2.6 The CCTV will not be trained on individuals unless an immediate response to an incident is required.
- 2.7 Additionally, the CCTV system will not be trained on private vehicles or property outside the perimeter of the school.
- 2.8 Recordings will only be released following written authority from the Police, or in respect of a subject access request.

3. Security

- 3.1 Access to the CCTV system, software and database will be strictly limited to authorised operators and password protected.
- 3.2 Copenhagen Primary School's authorised CCTV operators are:
 - Mrs Victoria Osbourne –Lead system operator
 - Mr Conor Clack – Premises Assistant
 - Miss Harsha Patel –Headteacher
 - SLT after authorisation from the Headteacher
 - Other staff but in the presence of a SLT member and after authorisation from the Headteacher
- 3.3 The main control facility is kept secure and locked down when not in use
- 3.4 If covert surveillance is planned, or has taken place, copies of authorisation forms and review will be completed and retained.
- 3.5 Cameral systems must be maintained at all times
- 3.6 Visual display monitors are located in the main office with authorised access only under password protection.

4. Privacy

- 4.1 Live and recorded materials will only be viewed by authorised operators for the purpose of investigating incidents.
- 4.2 Images, both still and moving, may be released to the police for the detection of crime under section 29 of the Data Protection Act 1998.
- 4.3 Viewing of images by the police will be recorded in the log.
- 4.4 Applications received from outside bodies (e.g. Solicitors) to view or release images will be referred to the Headteacher who will follow legal advice from the Local Authority.
- 4.5 In circumstances where outside bodies make requests to view or release images, after seeking legal advice from the local authority, the Headteacher will normally release them provided satisfactory documentary evidence is produced to show that they are required for legal proceedings, a subject access request, or in response to a Court Order.
- 4.6 A fee may be charged in such circumstances, which is appropriate for subject access requests.
- 4.7 Images will only be retained for as long as required. The system will automatically overwrite recordings after approximately 30 days in accordance with the Data Protection Act 1998.

5. Code of Practice

- 5.1 Copenhagen Primary School has a CCTV surveillance system (the 'system') for the purpose of the prevention and detection of crime and the promotion of the health and safety and the welfare of staff, student and visitors.
- 5.2 The system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel.
- 5.3 Its purpose is to ensure that the CCTV system is used to create a safer environment for staff, students and visitors to the school and to ensure that its operation is consistent with the obligations on the school imposed by the Data Protection Act 1998. The policy is available from the school's website.
- 5.4 The system will:
 - Always be for the purpose specified, which is in pursuit of a legitimate aim.
 - Be designed to take into account its effect on individuals and their privacy and personal data.
 - Be transparent and include a contact point through which people access information and complaints.
 - Have clear responsibility and accountability for images and information collected, held and used.
 - Have defined policies and procedures in place which are communicated throughout the school.
 - Only keep images and information as long as required.
 - Restrict access to retained images and information with clear rules on who can gain access.
 - Consider all operational, technical and competency standards relevant to a system and its purpose, and work to meet and maintain those standards in accordance with the law.
 - Be subject to stringent security measures to safeguard against unauthorised access and use.
 - Be regularly reviewed and audited to ensure that policies and standards are maintained.
 - Be used only for the purposes for which it is intended, including supporting public safety, protection of pupils and staff and law enforcement.
 - Be accurate and well maintained to ensure information is up-to-date.

6 Access

- 6.1 Requests for access will be handled in accordance with our Data Protection Policy
- 6.2 All disks containing images belong to and remain the property of Copenhagen Primary School. Data handling procedures which are in place to ensure the integrity of the image information held can be found in our Data Protection policy.
- 6.3 Requests by persons outside the school for viewing or copying disks or obtaining digital recordings will be accessed by the

Headteacher on a case by case basis with regard to Data Protection and Freedom of information.

- 6.4 It is important that access to and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.
- 6.5 Releasing the recorded images to third parties will be made only in the following limited and prescribed circumstances and to the extent required or permitted by law:
- **The police** –where the images recorded would assist in a specific criminal inquiry
 - **Prosecution agencies** – such as the Crown Prosecution Service (CPS)
 - **Relevant legal representatives** –such as lawyers and barristers.
 - Persons who have been recorded and whose images have been retained where disclosure is required by virtue of the Data Protection Act 1998 and the Freedom of Information Act.
- 6.6 Requests for access or disclosure will be recorded and the Headteacher will make the final decision as to whether recorded images may be released to persons other than the police, following legal advice from the local authority.

Camera Locations

Camera 1	KS1 side of school looking towards gates near Extra classroom
Camera 2	Holding area – Main gate entrance
Camera 3	School office
Camera 4	Main office entrance door and down to KS1 playground
Camera 5	View from SBM office across playground (Boat)
Camera 6	KS 1 playground (climbing apparatus and view of Nursery playground)
Camera 7	MUGA pitch
Camera 8	View from corner of school across playground – Boat and kitchen garden visible and carpark
Camera 9	Edward Square entrance and garden area

CONFIDENTIAL –CCTV INCIDENT LOG

Date of Search			
Reason for search			
Successful?	YES	NO	
Who searched?			
Who was present at the search?			
Name of person requesting the search			
Date and time of incident:			
Camera Number.			
Copies made?	YES	NO	
Police reference no. if applicable.			
Details of action recorded			
Action taken.			
Copy of incident received by:		Date	
Signed by		Organisation	