

CCTV Policy - Samuel Whitbread Academy



1. Rationale and Aim

The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology.

CCTV systems are installed on the premises at Samuel Whitbread Academy (SWA) for the purpose of enhancing security of the building and its associated equipment as well as creating mindfulness among the occupants that a surveillance security system is in operation during both the daylight and night hours each day.

2. Policy

SWA endeavour to follow the guiding principles set out in the Protection of Freedoms Act (POFA) new surveillance camera code. Further information can be found on www.ico.org.uk.

The purposes for which the CCTV systems are used are:

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime/acts of violence/bullying etc
- To support the police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the academy

The ownership and responsibility for installation and maintenance of the CCTV system at Samuel Whitbread Academy is with Facilities Management Partners, Galliford Try FM.

3. Procedure

SWA will notify visitors to the site of the use of CCTV by signage displayed at prominent entry points to the site. The images that are filmed will be held in a secure location and can only be accessed by those who are authorised to do so.

A regular maintenance programme is in place and will be carried out in accordance with the agreed schedule by the nominated contractor. Cameras will be checked annually.

Unless required for evidential purposes, the retention period of any images recorded by the CCTV footage is 30 days for fixed cameras. Any footage that is over this period will be destroyed in the following manner. Digital Images will be deleted and overwritten every 30 days.

The locations that will be used for viewing of any images will be

- The Galliford Try Facilities Management Office at Samuel Whitbread Academy.
- The Principal's office at Samuel Whitbread Academy.
- The Vice Principal's office at Samuel Whitbread Academy.
- The Associate Principal in charge of Children and Families Services at Samuel Whitbread Academy.

Only members of GTFM Management, BEST Senior Leadership Team and Pastoral Staff (authorised by the Principal) are authorised to access the images collected.

Images will only be released to 3rd Parties if authorised by the Data Protection Lead (Vice Principal).

Should any images be required by the police or any third party, SWA will follow this protocol:

1. The request must be in written form, specifying the date and time (as far as possible) of the image, and the reason for the request.
2. The academy must provide a response to a request within 5 working days.
3. If the decision is taken not to release the images, then only in circumstances where the police are involved, the image in question will be held and not destroyed until all legal avenues have been exhausted.

During times of school closure, the CCTV system will continue to operate as normal and will be maintained and monitored by the same parties mentioned above.

If any new CCTV is being considered for installation, the academy will complete an assessment of the scheme's impact on people's privacy. Further information can be found on <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-impact-assessments/>

4. Monitoring & Evaluation

The SWA GTFM Liaison Manager will complete a Checklist for Users of Limited CCTV Systems (appendix A) annually for SWA.

5. Implementation & Review

This policy will be made known to all staff, parents/carers and governors, and published on the academy website. Copies are also available upon request from the academy office. This policy will be reviewed two yearly or as required.

6. Author & Date

HoPROC (Ian Kite) – June 2015

Updated by BEST Projects & Operations Manager (AS) – June 2016

Updated by SWA GTFM Liaison Manager (Tony Edwards) – November 2018

7. Appendices

Appendix A – Checklist for Users of Limited CCTV Systems

APPENDIX A – Checklist for Users of Limited CCTV Systems

This CCTV system and the images produced are controlled by [NAME] who is responsible for how the system is used and for notifying the ICO about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 2018).

[NAME OF ACADEMY] has considered the need for using CCTV and has decided it is required for the protection of buildings and assets, and to increase personal safety. It will only be used for the purposes set out in BEST's CCTV Best Practice Policy. The academy conducts an annual review of the use of CCTV.

Action	Checked date	By (Member of Staff)	Date of next review
1. Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
2. There is a named individual who is responsible for the operation of the system.			
3. The problem the academy is trying to address has been clearly defined and installing the cameras is the best solution. This decision has been reviewed on a regular basis.			
4. 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.			
5. Cameras have been sited so that they provide clear images.			
6. Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			
7. There are visible signs showing that CCTV is in operation.			
8. Images from this CCTV system are stored securely, where only a limited number of authorised persons can have access to them.			
9. The recorded images will only be retained long enough for any incident to come to light and the incident to be investigated.			
10. Except for law enforcement bodies images will not be provide to third parties.			
11. The potential impact on individual's privacy has been identified and taken into account in the use of the system.			
12. The organisation knows how to respond to individuals making requests for copies of their images.			
13. Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

This checklist is to be kept in a safe place until the date of next review

Signed

Date