

# CCTV policy

Beavers Community Primary School



Respect – Determination – Cooperation – Equality – Honesty – Kindness

Approved by:

Governors

Date: 1<sup>st</sup> December 2022

Last reviewed on:

Next review due by:

Autumn 2024

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## 1. Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the school Data Protection Policy and can be found in the Record of Data Processing.

## 2. Policy Statement

**Beavers Community Primary School** uses Close Circuit Television (“CCTV”) within the premises of the school. The purpose of this policy is to set out the operation, use, storage and disclosure of CCTV at the School.

This policy applies to all data subjects whose image may be captured by the CCTV system. It works in concurrence with the School’s Data Protection Policy, Record of Data Processing and Data Retention schedule.

The policy considers applicable legislation and guidance, including but not limited to;

- General Data Protection Regulation (GDPR)
- Data Protection Act (DPA) 2018
- CCTV Code of practice as produced by the Information Commissioner Office (ICO)
- Human Rights Act 1998.

The CCTV system is owned and operated by the **Beavers Community Primary School /GD Security** and the deployment is determined by the Senior Leadership Team, with consultation from the Board of Governors and Data Protection Officer (DPO).

The school will:

- Notify the ICO of its use of CCTV as part of its registration.
- Complete a Data Privacy Impact Assessment if amendments are to be made to the deployment or use of CCTV.
- Treat the system and all information processed on the CCTV system as data which is processed under DPA 2018/GDPR.
- Not direct cameras outside of school grounds onto private property, an individual, their property or a specific group of individuals. The exception to this would be if authorisation was obtained for Direct Surveillance as set up by the Regulatory of Investigatory Power Act 2000.
- Display Warning signs will be positioned clearly in prominent places.

Specifically, at all external entrances of the school site where CCTV is use and covers external areas. These signs will include information on how to contact the school regarding information or access to the CCTV footage.

- There is no guarantee that this system will or can cover and detect every single incident taking place in the areas of coverage.
- CCTV footage will not be used for any commercial purposes.

### 3. Camera Setup

The CCTV system is comprised of 15 cameras which record day and night covering the internal & external areas of the School. Their coverage also extends past the school boundaries to public areas.

Cameras will be placed so they only capture images relevant for the purposes for which they are installed, and all care will be taken to ensure that reasonable privacy expectations are not violated.

CCTV is not sited in classrooms and will not be used in such, except in exceptional circumstances.

Members of staff on request can access details of CCTV camera locations.

### 4. Purpose of CCTV

The School uses CCTV for the following purposes:

- To provide a safe and secure environment for the workforce and visitors.
- To protect the school buildings and assets.
- To assist in the prevention and detection of criminal activity.
- Assist law enforcement agencies in apprehending suspected offenders.

## 5. Covert Monitoring

The school retains the right in exceptional circumstances to set up covert monitoring. For example;

- Where there is good cause to suspect illegal or serious unauthorised action(s) are taking place, or where there are grounds to suspect serious misconduct.
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances' authorisation must be obtained from the Head Teacher and Chair of Governors. Covert monitoring will cease following the completion of an investigation.

## 6. Storage and Retention

Recorded data will not be retained for longer than is necessary, while retained the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of people who images have been recorded.

All Data will be stored securely;

The monitor to view CCTV footage will be kept in the school office.

Recordings will be kept for 1 calendar week. These will be stored in/on the CCTV hard drive.

No backup footage is stored, footage may be downloaded in exceptional circumstance and will be destroyed once appropriate.

## 7. Access to CCTV Images

The ability to view live and historical CCTV footage is only to be provided at designated locations and by authorised persons.

Specific live monitoring is limited to: the school office by authorised persons

Only in exceptional circumstances would any other individuals be allowed to view footage, the reasons and details for these circumstances would be recorded for posterity.

## 8. Disclosure of Images to Data Subjects (Subject Access Requests)

Any individual recorded in any CCTV image is considered a data subject and therefore has the right to request access to those images.

These requests will be considered a Subject Access Request and should follow the schools Subject Access Request process.

## SUBJECT ACCESS REQUEST PROCESS

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- NOT provide information where it compromises the privacy of others.
- Give you a copy of the information in an intelligible form.

When such a request is made, the footage will be reviewed in accordance with the request.

If the footage contains only the data subject making the request, then the individual may be permitted to view the footage.

This will be strictly limited to the footage of the data subject making the request and the specific reason for the request.

If the footage contains images of other data subjects, then the school will consider if;

- The request requires the disclosure of the images of data subjects other than the requester, and if these additional data subjects can be anonymized from the footage.
- The other individuals in the footage have consented to the disclosure of the images or if their consent could be obtained.
- If not, then either it is reasonable in the circumstances to disclose those images to the data subject making the request.

The School reserves the right to refuse access to the CCTV footage where this would prejudice the legal rights of other data subjects or jeopardise an ongoing investigation.

## 9. Disclosure of Images to Third Parties

The School will only disclose record CCTV footage to third parties where there is a lawful basis to do so.

Third parties acting on behalf of a data subject will be handled in accordance with the Subject Access Request Policy.

CCTV footage will only be disclosed to law enforcement agencies in line with the purpose for which the CCTV system is in place.

If a request is received from a law enforcement agency for the disclosure of footage then the school will follow the Subject Access Request process, obtaining the reasoning for wanting to obtain the footage and any data subjects of concern. This will give help enable proper consideration of the extent of what can be disclosed. This information will be treated with the upmost confidentiality.

If an order is granted by a court for the disclosure of CCTV images then this should be complied with. However, consideration must be given to exactly what the court requires.

In all instances, if there are any concerns as to what should or should not be disclosed then the DPO should be contacted and further legal sought as per requirements.

## 10. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer – David Coy, DPO, Grow Education, London Diocesan House, 36 Causton Street, London SW1 4AU [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org) Tel: 07903 506531

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 11. Monitoring Arrangements

This policy will be reviewed biannually by David Coy to school’s DPO. Any amendments or updates will be agreed. Any new legislation or directives will be incorporated into the policy as necessary. At every review, it will be approved by the full governing board.

**Signed by:**

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed at the Governing Body Meeting on: 1<sup>st</sup> December 2022