

# Ellesmere Port Catholic High School

## School Closed Circuit Television (CCTV) Policy

### 1. Introduction

1.1 Ellesmere Port Catholic High School's lawful basis for using closed circuit television (CCTV) images is the legitimate interest of the school; for the prevention and detection of crime, safeguarding students, staff and visitors, to prevent the loss or damage to school property and ensuring compliance with health and safety procedures.

1.2 The system comprises of a number of fixed and dome cameras.

1.3 The system does not have sound recording capability.

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

1.5 The CCTV is monitored centrally from the site office.

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

1.7 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018 in accordance with GDPR. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act. This policy outlines the school's use of CCTV and how it complies with the Act.

1.8 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

### 2. Statement of Intent

2.1 The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:

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

2.2 CCTV warning signs are clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix B). In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

2.3 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **3. Siting the Cameras**

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

3.3 CCTV will not be used in classrooms with the exception of the inclusion unit.

3.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

### **4. Covert Monitoring**

4.1 The school may in exceptional circumstances set up covert monitoring. For example:

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

4.2 In these circumstances authorisation must be obtained from a member of the senior management team.

4.3 Covert monitoring must cease following completion of an investigation.

4.4 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.

### **5. Storage and Retention of CCTV images**

5.1 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 the people whose images have been recorded.

5.2 All retained data will be stored securely.

5.3 The devices used to store CCTV images are contained in a locked room.

### **6. Access to CCTV images**

6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

### **7. Subject Access Requests (SAR)**

7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

7.2 Requests should ideally be made in writing or verbally to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

7.3 The school will respond to requests within one calendar month of receiving the request.

7.4 We will not charge a fee for a Subject Access Request except where the request is excessive in which case we will charge a reasonable fee to cover the administrative costs of complying with the request.

7.5 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

## **8. Access to and Disclosure of Images to Third Parties**

8.1 Disclosure of recorded data to third parties will be allowed where we are satisfied that the third party making the request is entitled to act on behalf of the individual, but it is the third party's responsibility to provide evidence of this entitlement. This might be a written authority to make the request or it might be a more general power of attorney. We may also disclose data to authorised personnel such as the Police where these would reasonably need access to the data (e.g. investigators).

8.2 Requests should be made in writing where possible to the Headteacher.

8.3 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

## **9. Complaints**

9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

## **Further Information**

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice (published by the Information Commissioners Office)
- [www.ico.gov.uk](http://www.ico.gov.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 2018
- GDPR

## Appendix A - Checklist

This CCTV system and the images produced by it are controlled by the Site Manager who is responsible for how the system is used. The Business Manager is responsible for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 2018 in accordance with GDPR).

Ellesmere Port Catholic High School has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of students and staff. It will not be used for other purposes.

	<b>Checked</b>
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	
There is a named individual who is responsible for the operation of the system.	
A system had 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.	
Staff and members of the school community will be consulted about the proposal to install CCTV equipment.	
Cameras have been sited so that they provide clear images.	
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).	
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	
Images may be provided to third parties if the school is satisfied they are entitled to act on behalf of an individual (e.g. a solicitor).	
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.	
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	

## Appendix B – CCTV Signage

It is a requirement of the Data Protection Act 2018 in accordance with GDPR to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

### The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries



## **Appendix C – General Data Protection Regulation (GDPR)**

### **General Data Protection Regulation (GDPR): The Principles**

Article 5 of the GDPR sets out seven key principles which lie at the heart of the general data protection regime.

Article 5(1) requires that personal data shall be:

(a) processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency');

(b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation');

(c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');

(d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');

(e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');

(f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')."

**This is not a full explanation of the principles, for further information refer to the GDPR**



**Signed on behalf of the Governing Body ..... (Chair)**

**Review Committee                      School Community Committee**

**Date:    September 2018**

**Date for Review:                      September 2019**