

# Kenmore Park Infant & Nursery School

## CCTV POLICY



DATE OF POLICY: SEPTEMBER 2019

POLICY REVIEW DATE: SEPTEMBER 2022

## CCTV POLICY

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at KPINS (the “**School**”). It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the “**System**”).

The System is administered and managed by the School, which acts as the Data Controller. This Policy will be subject to review from time to time, and should be read with reference to the School's Privacy Notice(s). For further guidance, please review the Information Commissioner's CCTV Code of Practice.

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds.

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

### 1. Objectives of the System

- 1.1 To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- 1.2 To protect the School buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.
- 1.3 To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- 1.4 To monitor the security and integrity of the School site and deliveries and arrivals.
- 1.5 To monitor staff and contractors when carrying out work duties.
- 1.5 To monitor and uphold discipline among pupils in line with the School Policies, which are available to parents and pupils on request.

### 2. Positioning

- 2.1 Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives.
- 2.2 Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the School as the Data Controller and giving contact details for further information regarding the system.
- 2.3 No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.
- 2.4 No images of public spaces will be captured except to a limited extent at site entrances.

### **3. Maintenance**

- 3.1 The CCTV System will be operational 24 hours a day, every day of the year.
- 3.2 The System Manager (defined below 4.1) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.
- 3.3 The System will be checked and (to the extent necessary) serviced no less than annually.

### **4. Supervision of the System**

- 4.1 Staff authorised by the School to conduct routine supervision of the System include Headteacher, Site Manager, Assistant to the Site Manager in the site managers absence.
- 4.2 Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

### **5. Storage of Data**

- 5.1 The day-to-day management of images will be the responsibility of System Manager, or such suitable person as the System Manager shall appoint in his or her absence.
- 5.2 Images are stored for approximately 28 days, and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
- 5.3 Where such data is retained, it will be retained in accordance with the relevant legislation and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.

### **6. Access to Images**

- 6.1 Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).
- 6.2 Individuals also have the right to request access to the personal data the School holds on them (please see the Data Protection Policy), including information held on the System, if it has been kept. The School will require specific details including at minimum the time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.
- 6.3 The System Manager must be satisfied of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:
  - 6.3.1 Where required to do so by the Headteacher, the Police or some relevant statutory authority (on presentation of the relevant documentation refer to para 7)

- 6.3.2 To make a report regarding suspected criminal behaviour;
- 6.3.3 To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern.
- 6.3.4 To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
- 6.3.5 To data subjects (or their legal representatives) pursuant to an access request under relevant legislation and on the basis set out in 6.2 above;
- 6.3.6 To the School's insurance company where required in order to pursue a claim for damage done to insured property; or
- 6.3.7 In any other circumstances required under law or regulation.
- 6.4 Where images are disclosed under 6.3 a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).
- 6.5 Where images are provided to third parties under 6.3 above, wherever practicable steps will be taken to obscure images of non-relevant individuals.

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

- 7.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police.
- 7.2 Images will only be released to 3rd Parties if authorised by one of those named above. Images will only be released if they are required for the performance of a task in the public interest or necessary for the compliance with a legal obligation.
- 7.3 CCTV footage may be viewed by the Police for the prevention and detection of crime. If an unsolicited request is made by the police for any images, we will follow this protocol:
  - The request must be in written form, specifying the date and time (as far as possible) of the image.
  - The rank of the requesting officer must be Sergeant or above.
  - The school must provide a response to a request within 5 days
  - If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.
- 7.4 Should footage be required as evidence, a copy may be released to the Police (on CD-ROM/DVD clearly labelled and sealed in plastic box or envelope. Footage will only be released to the Police on the clear understanding that the CD Rom/DVD remains the property of the school, and both the CD Rom/DVD and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the CD Rom/DVD or any part of the information contained thereon. On occasions when a Court requires the release of original footage this will be produced from the secure evidence store, complete in its sealed bag. The Police may require the school to retain the stored CD Rom/DVDs for possible use as evidence in the future. Such CD

Rom/DVDs will be properly indexed and properly and securely stored until they are needed by the Police.

7.5 Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in some circumstances.

## **8. Other CCTV Systems**

8.1 The School may be provided by third parties with images of incidents where this in line with the objectives of the School's own CCTV policy and/or its School Rules.

## **9. Complaints and Queries**

9.1 Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to the School.

## **Twelve Guiding Principles Surveillance Camera Code of Practice**

The Surveillance Camera Code of Practice sets out the following 12 guiding principles for surveillance cameras in public places:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

### CCTV FOOTAGE ACCESS REQUEST

The following information is required before the School can provide copies of or access to CCTV footage from which a person believes they may be identified.

Please note that CCTV footage may contain the information of others that needs to be protected, and that the School automatically deletes CCTV recordings after approximately two weeks.

Name and address: (proof of ID may be required)	
Description of footage: (including a description of yourself, clothing, activity etc.)	
Location of camera:	
Date of footage sought:	
Approximate time: (give a range if necessary)	

\*Signature: .....

Print Name: ..... Date: .....

**\* NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.**

## **CCTV – PRIVACY NOTICE**

Closed circuit television is installed and operated at Kenmore Park Infant and Nursery School for security and health and safety purposes. Images from the installed cameras may be viewed and recorded.

This privacy notice explains what personal information is collected, what it is used for and who it is provided to. The notice also describes why we require your data and legal basis on which we do this. This privacy notice relates to our CCTV System, including, but not limited to, where it has been installed on the outside of some of our buildings. It provides additional information that specifically relates to this particular service and should read together with our general privacy notice.

### **What personal information does this service use?**

The CCTV system captures images of people and vehicles in and around where a camera is located. Where fixed CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

### **What is your personal information used for?**

We use your personal data for the following reasons:-

- a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime.
- b) To protect the school buildings and their assets.
- c) To support the Police in a bid to deter and detect crime.
- d) To assist in identifying, apprehending and potentially prosecuting offenders.
- e) To protect members of the public and private property.
- f) To assist in managing the school.

### **What is the lawful basis we are relying on?**

We collect and use this information to ensure the school can undertake its remit to educate children ensuring personal safety of pupils, staff and visitors, protecting school buildings and its assets and to assist in managing the school (article 6 (1) (e) of the General Data Protection Regulation).

The school will use the 'Passport to Compliance', issued by the Surveillance Camera Commissioner to ensure that the surveillance camera systems complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012.

### **Where has your personal information come from?**

The images are captured because you are present in the area which is covered by the CCTV system.

### **Who will we share your personal information with?**

Your personal data is shared securely with the following, where it is both necessary and appropriate to do so:

- a) Relevant staff within the school.
- b) Our local authority.
- c) The Police.

### **How long will we keep your information?**

Our retention schedule sets out how long we keep personal information for and is available on request.

### **Your personal information and your rights**

To read about what rights you have regarding the personal information used for this service, please see our general privacy notice.

### **Updates**

We may change this privacy notice from time to time.

If you have any questions or concerns about how we use your personal information please contact the Data Protection Officer.

You also have the right to complain to the Information Commissioner's Office if you are unhappy how we process your information.