



St. George's Mission Statement

'We learn, we love, we look after our world.
We strive to be the best that we can be,
following in the footsteps of Jesus.'

St George's Catholic School – CCTV Policy

Introduction

St. George's Catholic Primary School is fully committed to the safety of its staff, pupils and visitors and to this extent has invested in the security of its buildings and facilities. The purpose of this policy is to regulate the management, operation and use of the close circuit television (CCTV) system at the School.

Common CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under the Data Protection Act 2018. The person ultimately responsible for data protection within the School is the Headteacher.

The system comprises a number of fixed cameras located externally around the site. All cameras may be monitored and are only available for use by approved members of staff.

The CCTV system is owned by the School and will be subject to review annually.

Objectives of the CCTV System

- To protect the School buildings and its assets to ensure they are kept free from Intrusion, vandalism, damage or disruption.
- To increase the personal safety of staff, pupils and visitors and reduce the fear of physical abuse, intimidation and crime.
- To support the police in a bid to deter and detect crime.
- To assist in identifying, apprehending and prosecuting offenders on the School site.
- To protect members of the public and private property.
- To assist in the usage and management of the School grounds on a day to day basis.
- To assist in the investigation of incidents, e.g. bullying and vandalism.

Statement of Intent

- The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements both of the Data Protection Act 2018 and the Commissioner's Code of Practice.

- The School will comply with the Data Protection Act 2018, whether it be information, recordings and downloads which relate to the CCTV system.
- Cameras will be used to monitor activities within the School grounds to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the pupils, staff and visitors of the school.
- Cameras will not focus on private homes, gardens and other area of private property.
- Materials or knowledge secured as a result of CCTV system will not be used for any commercial purpose. Downloads will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Downloads will never be released to the media for purposes of entertainment.
- The planning and design of the existing CCTV system has endeavoured to ensure that the CCTV system will give maximum effectiveness and efficiency but it is not possible to guarantee the CCTV system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner have been placed in areas covered by them.
- If necessary, permission will be sought from anyone else who may be identifiable before any footage is released. For example, a victim will be asked for permission before release.

Operation of the System

- The system will be administered and managed by the School Business Manager and the Headteacher, in accordance with the principles and objectives expressed in this Policy.
- The day-to-day management will be responsibility of the School Business Manager
- The CCTV system will be operated 24 hours each day, every day of the year.
- Any data recorded on the system will be retained in line with the School's Data Retention Policy and securely disposed of once the retention period has ended.

CCTV System

- The School Business Manager will check and confirm the efficiency of the system on a regular basis and in particular that the equipment is properly recording and that cameras are functional.
- Access to the CCTV will be strictly limited to the members of staff approved by the Headteacher.
- If the member of public wishes to see CCTV footage they must apply to do so to the Headteacher or School Business Manager. Viewing must be in person, on site. If permission is granted, the member of the public must be accompanied throughout the visit by a member of staff.
- Any site visit by a member of the public may be immediately curtailed if the operational requirements of the CCTV system make this a necessity.

- Images on the CCTV system are continuously overwritten approx. every 30 days.
- Camera surveillance may be maintained at all times for monitoring purposes

Video Download Procedures

- Recordings may be viewed by the police for the prevention and detection of crime. Permission to do this will be given from the Headteacher, School Business Manager or Data Protection Officer.
- A record will be maintained of the release of downloads to the police or other authorised applicants. A register will be available for this purpose and will be kept by the School Business Manager.
- Viewing of downloads by the police must be recorded in writing and in the register. Requests by the police can only be actioned under the Data Protection Act 2018.
- Should a download be required as evidence, a copy may be released to the police under the procedures described in the above paragraphs of this Policy. Downloads will only be released to the police on the clear understanding that the download remains the property of the School, and both the disc/USB and information contained on it are to be treated in accordance with this Policy. The School also retains the right to refuse permission for the police to pass to any other person the disc/USB or any part of the information contained thereon.
- Applications received from outside bodies (e.g. solicitors, students, staff, parents and carers) to view or release downloads will be referred to the Headteacher or School Business Manager. In these circumstances downloads 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. Requests must be made in writing. A fee of £100 can be charged in such circumstances.
- Applications received from within the School (e.g. made by staff as part of the legal basis for completing tasks associated with their job) to view CCTV footage must be made on the bespoke CCTV viewing applications forms. These will be referred to the Headteacher for her decision whether to permit viewing.

Breaches of the Policy (including breaches of security)

- Any breach of this Policy by School staff will be initially investigated by the Headteacher, in accordance with the Disciplinary Policy and Complaints Policy.
- Any serious breach of this Policy will be immediately investigate and an independent investigation carried out to make recommendations on how to remedy the breach.

Assessment of the Scheme and CCTV Usage Policy

Performance monitoring, including random operating checks, may be carried out by the approved persons.

Complaints

- Any complaints about the Schools CCTV system should be addressed to the Headteacher.
- Complaints will be investigated in accordance with Section 9 of this Policy.

Access by the Data Subject

- The Data Protection Act provides Data Subjects (individuals to whom 'personal data' relate) with a right to data held about themselves, including those obtained by CCTV.
- Requests for Data Subject Access should be made in writing to the Headteacher and School Business Manager.
- Requests to view any CCTV footage, must be submitted on the School's CCTV request forms.
- All subjects identifiable in the footage, must agree to the footage being released.
- Any requests are subject to the School's Data Protection Policy and any conditions contained therein. The Data Protection policy overrules the School's CCTV Policy in cases of dispute.

Public Information

- This policy will be available on the School's website. Paper copies are available on request.

System Maintenance and Monitoring

- The system will be maintained in accordance with the Data Protection Act 2018.
- The system will only be maintained by companies which carry the relevant accreditation from the Security Systems and Alarm Inspection Body (SSAIB) or National Security Inspection (NSI)
- It will be the responsibility of the School Business Manager to liaise with the maintaining company for the reporting of faults on the system, any changes to the site which may affect operation of the system.
- It will be the responsibility of the School Business Manager to arrange regular system reviews with the maintaining company.

Summary of Key Points

- This CCTV usage policy will be reviewed on an annual bases.
- The CCTV system is owned and operated by the School.
- The CCTV system will not be manned out of hours.
- The CCTV system cannot be accessed by visitors/member of the public except by prior arrangement with the Headteacher or School Business Manager and with good reason.
- Liaison meetings may be held with the police and other bodies.
- Copies of downloads may only be viewed by authorised staff and the police.

- Copies required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Copies will not be made available to the media for commercial or entertainment reasons.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the CCTV Usage Policy.
- Any breaches of this Policy will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the policy and recommendations will be reported to the Headteacher.
- The system will be maintained on a regular basis by an approved contractor

Links to other Policies

Behaviour Policy

Code of Conduct

Discipline Policy

Data Protection Policy

Complaints Policy

Policy Draft date: March 2019

Policy written by: S Phillips

Approved by Malcolm Miller, August 2019

Review Date: August 2021