



# St. Monica's Catholic Primary School CCTV Policy

Status	Compliance with the requirements of the General Data Protection Regulation ('GDPR') which comes into effect on 25 May 2018.
Policy written / updated	Oct 19
Date presented to People Committee	Oct 19
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Date of next review	Autumn 22

## 1 Policy Statement

- 1.1 St. Monica's Catholic Primary School uses Close Circuit Television ("CCTV") within the premises of the school. The purpose of this policy is to set out the position of the school as to the management, operation and use of the CCTV at the school.
- 1.2 This policy applies to all members of our Workforce, visitors to the school premises and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including:
  - 1.3.1 General Data Protection Regulation ("GDPR")
  - 1.3.2 *[Data Protection Act 2018]* (together the Data Protection Legislation)
  - 1.3.3 CCTV Code of Practice produced by the Information Commissioner
  - 1.3.4 Human Rights Act 1998

## 2 Purpose of CCTV

- 2.1 The school uses CCTV for the following purposes:
  - 2.1.1 To provide a safe and secure environment for pupils, staff and visitors
  - 2.1.2 To prevent the loss of or damage to the school buildings and/or assets
  - 2.1.3 To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

### **3 Description of system**

- 3.1 CCTV system comprises of one Best security digital security guard series 8channel MPEG4 DVR recorder connected to eight fixed cameras with no audio recording facilities from the cameras, the cameras being of the fixed dome variety with no movement only zoom capabilities, and not recording in HD.

### **4 Siting of Cameras**

- 4.1 All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils and visitors.
- 4.2 Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The school will make all reasonable efforts to ensure that areas outside of the school premises are not recorded.
- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.
- 4.4 Cameras will not be sited in areas where individual have a heightened expectation of privacy, such as changing rooms or toilets.

### **5 Privacy Impact Assessment**

- 5.1 A privacy impact assessment has been conducted by the school to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The school will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

### **6 Management and Access**

- 6.1 The CCTV system will be managed by the Maintenance Officer and Head Teacher.
- 6.2 On a day to day basis the CCTV system will be operated by the Maintenance Officer.
- 6.3 The viewing of live CCTV images will be restricted to the Maintenance Officer and Head Teacher.
- 6.4 Recorded images which are stored by the CCTV system will be restricted to access by the Maintenance Officer and Head Teacher.
- 6.5 No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.

- 6.6 The CCTV is checked daily to see all cameras are operating on monitor and on rare occasions of any site trespass checked by MO Mr. P W Sheath for any video evidence of trespass.

## **7 Storage and Retention of Images**

- 7.1 Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.
- 7.2 The recorder is set up on continuous loop recording so the images are recorded over as and when the disk is at full capacity. They are not stored unless there is a specific purpose for which they are retained for a longer period.
- 7.3 The school will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:
- 7.3.1 CCTV recording systems being located in restricted access areas;
  - 7.3.2 The CCTV system being encrypted/password protected;
  - 7.3.3 The making of copies would require the authorisation of the HT and DPO.
- 7.4 A log of any access to the CCTV images (other than by the individuals mentioned in section 6 above), including time and dates of access, and a record of the individual accessing the images, will be maintained by the school.

## **8 Disclosure of Images to Data Subjects**

- 8.1 Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images.
- 8.2 Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the school's Subject Access Request Procedure, which is included in section 12.2 of the Data Protection Policy.
- 8.3 When such a request is made the Maintenance Officer and Head Teacher will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.
- 8.4 If the footage contains only the individual making the request then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The Maintenance Officer and Head

Teacher must take appropriate measures to ensure that the footage is restricted in this way.

- 8.5 If the footage contains images of other individuals then the school will consider whether:
  - 8.5.1 The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
  - 8.5.2 The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
  - 8.5.3 If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.
- 8.6 A record must be kept, and held securely, of all disclosures which sets out:
  - 8.6.1 When the request was made;
  - 8.6.2 The process followed by the Maintenance Officer and Head Teacher in determining whether the images contained third parties;
  - 8.6.3 The considerations as to whether to allow access to those images;
  - 8.6.4 The individuals that were permitted to view the images and when; and
  - 8.6.5 Whether a copy of the images was provided, and if so to whom, when and in what format.

*[Please note that when a subject access request is made then, unless an exemption applies (such as in relation to third party data that it would be unreasonable to disclose) then the requester is entitled to a copy in a permanent form. We have referred only to “access” as opposed to a “permanent copy” as the school may consider it preferable in certain circumstances to seek to allow access to images by viewing in the first instance without providing copies of images. If an individual agrees to viewing the images only then a permanent copy does not need to be provided. However if a permanent copy is requested then this should be provided unless to do so is not possible or would involve disproportionate effort.]*

## **9 Disclosure of Images to Third Parties**

- 9.1 The school will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.
- 9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.

- 9.3 If a request is received from a law enforcement agency for disclosure of CCTV images then the Maintenance Officer and Head Teacher will follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third party images.
- 9.4 The information above must be recorded in relation to any disclosure.
- 9.5 If an order is granted by a Court for disclosure of CCTV images then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

## **10 Review of Policy and CCTV System**

- 10.1 This policy will be reviewed every 3 years or more frequently if there are any changes to legislation or the CCTV system.
- 10.2 The CCTV system and the privacy impact assessment relating to it will be reviewed every 3 years or more frequently as above.

*[The privacy impact assessment (PIA) relating to the system should be reviewed regularly to ensure that the use of any CCTV system continues to be justified and is compliant with legal requirements. The school has procedures in place to ensure that the CCTV system is regularly reviewed.]*

## **11 Misuse of CCTV systems**

- 11.1 The misuse of CCTV system could constitute a criminal offence.
- 11.2 Any member of staff who breaches this policy may be subject to disciplinary action.

## **12 Complaints relating to this policy**

- 12.1 Any complaints relating to this policy or to the CCTV system operated by the school should be made in accordance with the School Complaints Policy.

## CCTV PRIVACY IMPACT ASSESSMENT

1 Who will be captured on CCTV?

Pupils, staff, parents / carers, volunteers, Governors, professionals providing support services and other visitors including members of the public.

2 What personal data will be processed?

Facial Images, behaviour etc (The system does not have audio recording.)

3 What are the purposes for operating the CCTV system?

To provide a safe and secure environment for pupils, staff and visitors  
To prevent the loss of or damage to the school buildings and/or assets  
To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders  
CCTV is the best solution when there are no staff on site.

4 What is the lawful basis for operating the CCTV system?

Legitimate interests of the school to maintain health and safety and to prevent and investigate crime.

5 Who is/are the named person(s) responsible for the operation of the system?

Paul Sheath, Maintenance Officer

6 Describe the CCTV system, including:

- a. images are produced so that the images can be used for the purpose for which they are obtained;
- b. cameras are sited near entrances to the building, and near areas where access was gained to the roof by trespassers on previous occasions ;

- c. cameras avoid capturing images which are not necessary for the purposes of the CCTV system;
- d. signs notifying individuals that CCTV is in operation are located at both entrances to ensure that all individuals who come onto the site will have seen the signs; and
- e. the system does not currently enable third party data to be redacted, for example via blurring of details of third party individuals, but this will be considered when the system is updated.

7 Set out the details of any sharing with third parties, including processors

The images would be shared only in circumstances as described in this policy: with the police, or in response to a subject access request. The installers of the system have no access to the images recorded.

8 Set out the retention period of any recordings, including why those periods have been chosen

Recordings are retained for the time taken for the disc to fill and overwrite. This is adequate for our needs as it is checked daily.

9 Set out the security measures in place to ensure that recordings are captured and stored securely

The recording system is kept locked and is password protected.

10 What are the risks to the rights and freedoms of individuals who may be captured on the CCTV recordings?

- Is it fair to record them in the way proposed?
- How is the amount of data processed to be minimised?
- What are the risks of the system being accessed unlawfully?
- What are the potential data breach risks?
- What are the risks during any transfer of recordings, or when disclosed to third parties such as the police?

11 What measures are in place to address the risks identified?

This policy outlines the measures in place.

- 12 Have parents and pupils where appropriate been consulted as to the use of the CCTV system? If so, what views were expressed and how have these been accounted for?

Not at this time.

- 13 When will this privacy impact assessment be reviewed?

Summer 21

**Approval:**

This assessment was approved by the Data Protection Officer:

DPO .....

Date .....