



# **ENERGY COAST UTC**

## **CCTV POLICY**

**2021-2024**

**Approved:** Finance and Audit Committee

**Signed:** *L Thornton* (Chair)

**Date:** June 2021

**Date for Review:** June 2024

**Revision History:**

| Revision | Date      | Owner | Summary of Changes |
|----------|-----------|-------|--------------------|
| 1        | Apr 2018  | MR    | New                |
| 2        | June 2021 | KL    | Review             |
| 3        |           |       |                    |
| 4        |           |       |                    |
| 5        |           |       |                    |

## **1. Introduction**

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the Energy Coast UTC hereafter referred to as 'the school'.

The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from CCTV system desktop and should only be accessed by permitted members of staff.

This policy follows Data Protection Act guidelines and will be subject to review every three years to include consultation as appropriate with interested parties. The CCTV system is owned by the school.

## **2. Objectives of the CCTV scheme**

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school.

## **3. Statement of intent**

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements of the Data Protection Act, GDPR and the Commissioner's Code of Practice. The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school, its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school, together with its visitors.

Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property. Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without authorisation being obtained, as set out in the Regulation of Investigatory Power Act 2000. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.

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.

Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed in the school informing people of the use of CCTV.

## **4. Operation of the system**

The scheme will be administered and managed by the Principal, in accordance with the principles and objectives expressed in the code and the school's Data Protection and GDPR policies. The day-to-day management will be the responsibility of both the Extended Leadership Team (ELT), IT support and the Facilities Manager. The CCTV system will be operated 24 hours each day, every day of the year.

## **5. CCTV control**

The IT Network Manager will check and confirm the efficiency of the system weekly and in particular that the equipment is properly recording and that cameras are functional.

Access to the CCTV system is password protected and should only be accessed by permitted members of staff.

## **6. Monitoring procedures**

Camera surveillance may be maintained at all times. A monitor is installed on the CCTV system to which pictures will be continuously recorded. If covert surveillance is planned, it can only be undertaken by the police or the Council using the appropriate authorisation forms.

## **7. Copying recording to other devices**

In order to maintain and preserve the integrity of the images used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to.

Recordings may be viewed by the police for the prevention and detection of crime and authorised officers of the Council. A record will be maintained of the release of recordings to the police or other authorised applicants. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998.

Should a recording be required as evidence, a copy may be released to the police. Recordings will only be released to the police on the clear understanding that the recording remains the property of the school, and both the recording 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 recording or any part of the information contained thereon. On occasions when a Court requires the release of an original recording, this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the stored recordings for possible use as evidence in the future. Such recording will be securely stored until they are needed by the police.

Applications received from outside bodies (for example solicitors) to view or release recordings will be referred to the Principal. 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 such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

## **8. Breaches of the policy (including breaches of security)**

Any breach of the policy by school staff will be initially investigated by the Principal, in order for them to take the appropriate disciplinary action.

Any serious breach of the policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

## **9. Assessment of the CCTV system**

Performance monitoring, including random operating checks, may be carried out by the IT Network Manager.

## **10. Complaints**

Any complaints about the school's CCTV system should be addressed to the Principal.

## **11. 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 to the Data Protection Officer.

## **12. Public information**

Copies of this policy will be available to the public on the school's website.