



Waterloo
Primary Academy

CCTV Policy Handbook

Approved & Adopted: February 2016

Responsible Personnel: ICT Manager

Policy Last Reviewed/Approved: April 2023

Review Period: Annual

Review Date: April 2024



Zest
Academy
Trust

Statement of Intent

Waterloo Primary Academy takes its responsibility towards the safety of staff and pupils very seriously. To that end, we use Closed Circuit Television (CCTV) cameras to monitor the members of our school in a very specific way.

This policy must be used in conjunction with the school's Data Protection Policy.

The law states that we can use a CCTV system to monitor our premises, providing our system complies with the GDPR.

The purpose of this policy is to manage and regulate the use of the CCTV system at Waterloo Primary Academy and ensure that:

- We comply with the GDPR.
- The images that are captured are useable for the purposes we require them for.
- Reassure those persons whose images are being captured.

This policy covers the use of CCTV and other systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- Seeing what an individual is doing.
- Taking action relating to a crime.
- Using images of an individual in some way that could affect their privacy.

Signed by

Head of School

Date:

Chair of Governors

Date:



1. Objectives

1.1. The CCTV system will be used to:

- Maintain a safe environment.
- Ensure the welfare of pupils and staff.
- Deter criminal acts against persons and property.
- Assist the police in identifying persons who have committed an offence.

2. Protocols

2.1. The CCTV system will be registered with the Information Commissioners' Office (ICO) under the terms of the Data Protection Act.

2.2. The system will comply with all additional legislation including:

- The Commissioner's Code of Practice for CCTV 2008.
- The Surveillance Camera Code of Practice 2013, published by the Home Office.

2.3. The CCTV system is a closed digital system which does not make audio recordings.

2.4. Warning signs have been placed throughout the premises where the CCTV system is active, as mandated by the Code of Practice of the Information Commissioner.

2.5. The CCTV system has been designed for maximum effectiveness and efficiency. The school cannot however guarantee that every incident will be detected or covered and 'blind spots' may exist.

2.6. The CCTV system will not be trained on individuals unless an immediate response to an incident is required.

2.7. Additionally, the CCTV system will not be trained on private vehicles or property outside the perimeter of the school.

2.8. Recordings will only be released following written authorisation from the Head of School, or in respect of a subject access request.

3. Security

3.1. Access to the CCTV system, software and data will be strictly limited to authorised operators and password protected.

3.2. Waterloo Primary Academy's authorised CCTV system operators are:

- Lee Warren – ICT Network Manager
- Jenny Brown – Head of School
- Philip Johnson – Site Manager
- Office Staff

3.3. The main control facility is kept secure and locked when not in use.

3.4. If covert surveillance is planned, or has taken place, copies of the authorisation forms and review will be completed and retained.

3.5. Camera systems will be maintained at all times.



3.6. Visual display monitors are located: In the Main Office and the server room.

4. Privacy

- 4.1. Live and recorded materials will only be viewed by authorised operators for the purpose of investigating incidents.
- 4.2. Images, both still and moving, may be released to the police for the detection of crime under section 29 of the Data Protection Act 1998.
- 4.3. Viewing of images by the police will be recorded in the log.
- 4.4. Applications received from outside bodies (e.g. solicitors) to view or release images will be referred to the Head of School.
- 4.5. In circumstances where outside bodies make requests to view or release images, the Head of School will normally release them provided satisfactory documentary evidence is produced to show that they are required for legal proceedings, a subject access request, or in response to a Court Order.
- 4.6. A fee may be charged at £10 in such circumstances, which is appropriate for subject access requests.
- 4.7. Images will only be retained for as long as they are required. The system will automatically delete recordings after 21 days in accordance with the Data Protection Act 1998.

5. Code of Practice

- 5.1. Waterloo Primary Academy has a CCTV surveillance system (the 'system') for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, students and visitors.
- 5.2. The system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel.
- 5.3. Its purpose is to ensure that the CCTV system is used to create a safer environment for staff, students and visitors to the Academy and to ensure that its operation is consistent with the obligations on the Academy imposed by the Data Protection Act 1998. The policy is available from the school's website.
- 5.4. The system will:
 - Always be for the purpose specified, which is in pursuit of a legitimate aim.
 - Be designed to take into account its effect on individuals and their privacy and personal data.
 - Be transparent and include a contact point through which people can access information and complaints.
 - Have clear responsibility and accountability for images and information collected, held and used.
 - Have defined policies and procedures in place which are communicated throughout the school.
 - Only keep images and information for as long as required.
 - Restrict access to retained images and information with clear rules on who can gain access



- Consider all operational, technical and competency standards relevant to a system and its purpose, and work to meet and maintain those standards in accordance with the law.
- Be subject to stringent security measures to safeguard against unauthorised access and use.
- Be regularly reviewed and audited to ensure that policies and standards are maintained.
- Be used only for the purposes for which it is intended, including supporting public safety, protection of pupils and staff and law enforcement.
- Be accurate and well maintained to ensure information is up-to-date.

6. Access

- 6.1. Requests for access will be handled in accordance with our GDPR Policy.
- 6.2. All disks containing images belong to and remain the property of Waterloo Primary Academy. Data handling procedures which are in place to ensure the integrity of the image information held can be found in our GDPR Policy.
- 6.3. Requests by persons outside the school for viewing or copying disks, or obtaining digital recordings, will be assessed by the Head of School on a case-by-case basis with close regard to Data Protection and Freedom of Information legislation.
- 6.4. It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.
- 6.5. Releasing the recorded images to third parties will be made only in the following limited and prescribed circumstances and to the extent required or permitted by law:
 - The police – where the images recorded would assist in a specific criminal inquiry.
 - Prosecution agencies – such as the Crown Prosecution Service (CPS).
 - Relevant legal representatives – such as lawyers and barristers.
 - Persons who have been recorded and whose images have been retained where disclosure is required by virtue of the Data Protection Act 1998 and the Freedom of Information Act.
- 6.6. Requests for access or disclosure will be recorded and the Head of School will make the final decision as to whether recorded images may be released to persons other than the police.

