

# Harewood C of E Primary School



## CCTV Policy

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## **Legality**

There are two important points within the CCTV Code of Practice 2008 which are basic points of law that must be adhered to.

## **CCTV Signs**

CCTV signs are erected around the building within prominent locations that clearly identifies that CCTV recording is in operation. Signs are located at the building entrance (office) and the noticeboard by the main gates.

## **Registering the CCTV System**

The CCTV system is registered with the Information Commissioners office.

The registration number for Harewood C of E Primary School is ZA679921.

## **The Data Protection Act 2018 and GDPR**

The Data Protection Act 2018 relates to data processing of all types. The definition of data under the Act is “Personal data” means any information relating to an identified or identifiable living individual. It requires the person to be identified by a number of means, which can include photographic or video footage.

The definition of Processing is much wider in its scope than the previous legislation. “Processing”, in relation to information, means an operation or set of operations which is performed on information, or on sets of information, such as—

- (a) collection, recording, organisation, structuring or storage,
- (b) adaptation or alteration,
- (c) retrieval, consultation or use,
- (d) disclosure by transmission, dissemination or otherwise making available,
- (e) alignment or combination, or
- (f) restriction, erasure or destruction

Data in the case of CCTV recordings is in the form of recorded images of individuals that can be identified from these images.

Having regard for these definitions, it will be recognised that the use of CCTV for surveillance purposes is encompassed by the requirements of the Data Protection Act.

## **Objectives**

Operators of the system have access to a clear statement of the objectives of the system and responsibilities of those involved in its operation and management and to restrict unauthorised persons from gaining access to recorded images.

## **Confidentiality**

Operators of the system are aware of the need for confidentiality and that recorded information must be kept secure and available only to those directly connected with achieving the objectives of the system.

## **Copy Recordings**

Copies of recorded information are strictly controlled and only made in relation to incidents the subject of investigation, or a valid Subject Access request. Copies are only issued by the system manager to those directly connected with achieving the objectives of the system. Appendix A can be utilised to assist in issuing recorded images to authorised agents such as the police.

## **Information Sharing (Section 115, Crime and Disorder Act 1998)**

The Crime and Disorder Act creates a power to share information from the System Owner/Operator to the Police and between the Police Forces, Police Authorities, Probation Committees, Local Authorities and Health Authorities.

The Data Protection Act 2018 also enables law enforcement agencies and statutory bodies to have access to information to enable them to prevent, detect and prosecute crimes, or to safeguard vulnerable adults and children.

## **Retention**

The archive period of recordings is no longer than is necessary to achieve the objectives of the system. The archive period is 30 days.

## **Erasure**

Digital recorders are set up in such a way as to overwrite old footage with new footage after the retention period has been reached.

## **Covert Recording**

The school does not have any cameras for the purpose of covert monitoring.

## **Use of Recordings**

The CCTV recordings may be used for:

Prevention and detection of crimes, in the school and its environs.

When using CCTV footage for any of the above purposes it shall be permissible to access and enable relevant third parties to see the footage using a suitably secure device or media, subject to notification within Appendix A below.

## **Traceability and Record Keeping**

Any recorded images that are copied to a third party data source, such as a video tape, CD or DVD recordings, are identified by a unique serial number indelibly marked on the body of the media. The unique identity of the recording is obviously compromised if it is applied only to the outer cover.

Recordings must be logged and traceable throughout their life within the system. If images are copied to a third party media this is documented in Appendix A.

A routine audit is undertaken at regular intervals to ensure that recorded images are actually recording and that no fault exists with the recording system. The system is maintained by a maintenance company: Parkside.

Original recordings are only found:

- a) Within the recognised secure storage system
- b) Operational in the recording device
- c) Secured in an evidence bag

Copies of recorded information are strictly controlled and only made in relation to incidents the subject of investigation or a valid subject access request. Copies are only issued by the system manager to those directly connected with achieving the objectives of the system.

## **Time and Date Stamping**

The correct time and date is overlaid on the recorded image. These date and time settings are checked and corrected as part of the routine maintenance visits.

## **Secure Storage of Recordings**

The recordings and recording/processing equipment are only accessible to those directly concerned with achieving the objectives of the system.

Recordings and Recording/Processing equipment are located in a secured lockable enclosure accessible only to authorised persons. A register of authorised users is maintained at all times.

## CODE OF PRACTICE POLICY STATEMENT

This code of practice policy statement relates to the Closed Circuit Television System installed within Harewood C of E Primary.

The beneficial owner of the system is Harewood C of E Primary School. The system data protection registration number for ZA679921.

The system manager is the Office Manager of Harewood C of E Primary School who has the overall responsibility of ensuring the management of the systems recorded images, maintenance and training of persons authorised to use the system and who has responsibility as Data Controller for the CCTV system.

Other authorised personnel to operate the system are:

The Headteacher and Assistant Headteacher.

The objectives of the system are to assist in the detection of crime, provide evidence of crime and to deter those who have criminal intent and to give confidence to staff and visitors that they are in a secure environment as well as to provide management information relating to Health & Safety matters.

### System

The system comprises of the following primary items:

Recording media type	Digital Recorder DVR recording system		
The system records images from	Colour cameras		
Monitors	1		
Fixed cameras	6		
CCTV signs	2		

The operating manuals relating to the specific items of equipment have been compiled and are located in the office server. It is the responsibility of the Headteacher to ensure that all authorised staff are aware of the function of the system and capable of operating the system.

### General Principles

The principles detailed in the CCTV Code of Practice 2008 are observed in the operation and management of the system.

**APPENDIX A**

**SUBJECT ACCESS REQUEST**

Date of footage	
Start time of footage	
End time of footage	
Cameras of required footage	
Current time on recorder	
Time using speaking clock	
Person requesting footage	
Copy of footage has been recorded to DC/DVD/USB	
Serial number of copied media disk	

The above information and associated CCTV footage has been compiled on behalf of:

Harewood C of E Primary School

The footage detail above has been compiled in accordance with the CCTV code of practice 2008. It is the recipient's responsibility to store and dispose of the recorded media in accordance with the CCTV Code of Practice 2008 and the recipients take full responsibility for the safe keeping of the footage as detailed above. A copy of the codes can be obtained by visiting [www.ico.gov.uk](http://www.ico.gov.uk).

Harewood C of E Primary School will maintain a log of access requests detailing who the requests have been made by.

**Issuer of the above footage**

Name	Signature	Date

**Recipient of the above footage**

Name	Signature	Date
Address		
Identification		