BLUE COAT CE INFANT & JUNIOR SCHOOLS' FEDERATION

CCTV POLICY

Signed _____ Executive Head

Signed: _____ Chair of Governors

Signed Date _____

Next Review Date _____

Introduction

Blue Coat CE Infant and Junior Schools' Federation is fully committed to the safety of its staff, pupils, visitors and contractors and to this extent has invested in the security and safety of its buildings and facilities.

The Federation recognises that CCTV systems can be privacy intrusive.

Review of this policy shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

Objectives

The purpose of the CCTV system is to assist the Federation in reaching these objectives:

(a) To protect pupils, staff and visitors and contractors against harm to their person and/or property.

(b) To increase a sense of personal safety and reduce the fear of crime, physical abuse or intimidation.

(c) To protect the Federation's buildings and assets to ensure they are kept free from intrusion, vandalism, damage or disruption.

(d) To support the police in a bid to deter, detect and evidence crime,

(e) To assist in identifying, apprehending and prosecuting offenders.

(f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence

(g) To assist in the usage, security and management of the Federation buildings on a day to day basis.

(h) To provide evidence in relation to staff or pupil discipline matters.

Purpose Of This Policy

The purpose of this Policy is to regulate the management, operation and use of the Federation CCTV system (closed circuit television).

Statement Of Intent

The CCTV System is registered with the Information Commissioner and the next renewal date will be recorded.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The Federation will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system does not focus on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The siting and the location of cameras cannot 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 will be clearly visible on the sites.

Recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. In the absence of a compelling to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 1 month.

System Management

Access to the CCTV system and data shall be password protected.

The CCTV system will be administered and managed by the Junior site, Federation !CT Resource Supervisor, who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager the system will be managed by the Infant site, Federation !CT Resource Supervisor.

The system and the data collected will only be available to the Systems Manager, his/her replacement and appropriate members of the senior leadership team as determined by the Executive Head.

The CCTV system is-in operation 24 hours each day, every day of the year.

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

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by proving clear, usable images.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

Where a person other than those mentioned above, requests access to the CCTV data or system, the System Manager must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused.

Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

Downloading Captured Data On to Other Media

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download media used to record events from the hard drive must be prepared in accordance with the following procedures: -

(a) Each download media must be identified by a unique mark,

(b) Before use, each download media must be cleaned of any previous recording.

(c) The System Manager will register the date and time of download media insertion, including its reference.

(d) Download media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a download media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.

(e) If download media is archived the reference must be noted,

(f) Before any data or images are released a Data Access form must be completed and submitted to the Executive Head Teacher for approval.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, his/her replacement and the Executive Head and other authorised senior leaders. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any download media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the Federation, and download media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The Federation also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the Federation to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.

Applications received from outside bodies (e.g. solicitors or parents) to view or release images will be referred to the Federation's Data Protection Officer and a

decision made by a senior leader of the Federation in consultation with the Federation's data protection *officer.*

Complaints About The Use Of CCTV

Any complaints in relation to the CCTV system should be addressed to the Executive Head.

Request For Access By The Data Subject

The Data Protection Act provides Data Subjects - those whose image has been captured by the CCTV system and can be identified - with a right to data held about themselves, including those obtained by CCTV. Requests for such data should be made to Mrs Lindsey Harper, A data Access form must be completed and submitted confidentially to an email address that will be supplied at the time of request.