



## **CCTV Policy**

Including all of the Pre-Prep Department and Early Years Foundation Stage

DJJK

Oct 2023

## Review and Amendment Record

Date	Person Conducting the Review	Changes Made
Mar 2018	PMS	New Policy, GDPR
May 2018	DJJK	Review
Oct 2019	Ops Dir	Annual Review, inclusion of ANPR
Oct 2020	Ops Dir	Annual Review
Oct 2021	Ops Dir	Annual Review
Oct 2022	Bursar	Annual Review
Oct 2023	Bursar	Annual Review

## **Introduction**

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Summer Fields. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the **System**).

The System is administered and managed by the School, who act as the Data Controller. This policy will be subject to review from time to time, and should be read with reference to the School's Data Protection Policy (accessible here [\[link\]](#)). For further guidance, please review the Information Commissioner's CCTV Code of Practice (accessible here [\[link\]](#)).

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds.

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

### **1. Objectives of the System**

- 1.1 To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- 1.2 To protect the School buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.
- 1.3 To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- 1.4 To monitor the security and integrity of the School site and deliveries and arrivals.
- 1.5 To monitor staff and contractors when carrying out work duties.
- 1.6 To monitor and uphold discipline among pupils in line with the school Discipline Policy, which is available to parents and pupils.
- 1.7 For Automatic Number Plate Recognition (ANPR) to open main gates for registered car users.

### **2. Positioning**

- 2.1 Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives.
- 2.2 Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the School as the Data Controller and giving contact details for further information regarding the system.
- 2.3 No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.
- 2.4 No images of public spaces will be captured except to a limited extent at site entrances.

### **3. Maintenance**

- 3.1 The CCTV System will be operational 24 hours a day, every day of the year.
- 3.2 The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.
- 3.3 The System will be checked and appropriately serviced as per the schools planned preventative maintenance schedule.

### **4. Supervision of the System**

- 4.1 Staff authorised by the School to conduct routine supervision of the System may include the Deputy Headmaster, responsible for discipline and the School Keeper responsible for security.
- 4.2 Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

### **5. Storage of Data**

- 5.1 The day-to-day management of images will be the responsibility of the ICT Network Manager who will act as the System Manager, or such suitable person as the System Manager shall appoint in their absence.
- 5.2 Images will be stored for 2-4 weeks and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
- 5.3 Where such data is retained, it will be retained in accordance with the Act and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.

### **6. Access to Images**

- 6.1 Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives or if there is some other overriding and lawful reason to grant such access.
- 6.2 Individuals also have the right to access personal data the School holds on them (please see the Data Protection Policy), including information held on the System, if it has been kept. The School will require specific details including at least to time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable. The form to request CCTV footage is provided at Appendix A.
- 6.3 The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:
  - 6.3.1 Where required to do so by the Head, the Police or some relevant statutory authority;

- 6.3.2 To make a report regarding suspected criminal behaviour;
  - 6.3.3 To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
  - 6.3.4 To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
  - 6.3.5 To data subjects (or their legal representatives) pursuant to an access request under the Act and on the basis set out in 6.2 above;
  - 6.3.6 To the School's insurance company where required in order to pursue a claim for damage done to insured property; or
  - 6.3.7 In any other circumstances required under law or regulation.
- 6.4 Where images are disclosed under 6.3 above a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).
- 6.5 Where images are provided to third parties under 6.3 above, wherever practicable steps will be taken to obscure images of non-relevant individuals.
- 7. Other CCTV systems**
- 7.1 The School does not own or manage third party CCTV systems, but may be provided by third parties with images of incidents where this is in line with the objectives of the School's own CCTV policy and/or its [School Rules].
- 8. Complaints and queries**
- 8.1 Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to Bursar.

Appendices:

- A. CCTV Footage Access Request.

**Circulation for comment and input:**

Headmaster, Deputy Headmaster, Bursar, Finance Director, External Relations Director, HR Manager, Finance Manager, Domestic Bursar, Senior Sister, Director of Studies, Director of Sport, Headmaster's PA, School Secretary, Head of Boarding, Designated Safeguarding Lead, Head of Pastoral Care, Bursar.

**Publication:**

School website and school policy folder

**Appendix A - CCTV FOOTAGE ACCESS REQUEST**

The following information is required before the school can provide copies of or access to CCTV footage from which a person believes they may be identified.

Please note that CCTV footage may contain the information of others that needs to be protected, and that the school typically deletes CCTV recordings after [x] period.

Name and address: (proof of ID may be required)	
Description of footage (including a description of yourself, clothing, activity etc.)	
Location of camera	
Date of footage sought	
Approximate time (give a range if necessary)	

Signature\* .....

Print Name.....

Date .....

**\* NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.**