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CCTV Policy

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1. Introduction

The Dean Trust uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property. The system is used to assist in managing the school site (CCTV is not used to performance manage staff or undertake IQTL practice).

The system comprises of a number of fixed and dome cameras, ANPR (Automatic Number Plate Recognition), Audio Recording Cameras (in selected areas) and PTZ (Pan Tilt Zoom) Cameras.

The system has audio recording in “flash point” areas, to protect staff from potential conflict in customer facing areas of the School (currently audio recording is only installed in Reception Areas & Intex). Where these occur, appropriate signage will indicate its use.

The CCTV system is owned and operated by the school, the deployment of which is determined by the Head, Deputy Head and Group IT Director.

The CCTV system is not actively monitored (“live watch”) by any member of staff; however single view camera feeds are visible in reception areas to monitor visitor car park access.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with the Head, Deputy Head and Group IT Director.

The school’s CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings is covered by the Data Protection Act 1998. This policy outlines the school’s use of CCTV and how it complies with the Act.

Authorised operators are determined by the Headteacher and/or Deputy who will advise the Group IT Director. All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

2. Statement of Intent

The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor CCTV.

Signs will contain details of the purpose for using CCTV.

In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The planning and design have 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.

3. Camera Locations

Cameras are sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School has ensured that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

The school has made every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas. CCTV will not be used in classrooms, unless the classroom contains items of high value e.g. IT suites, but in general circulation area within school that have been identified by staff and pupils as not being easily monitored.

Members of staff may request the location of cameras via request to the Head or Deputy Head.

4. Covert Monitoring

The school does not use covert CCTV or audio recording, locations where audio recording is operational are signed in the relevant area.

5. Storage & Retention of CCTV images

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

All retained data will be stored securely.

All recordings are set to expire between 28-31 days after recording

6. Access to CCTV images (internal)

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available (unless officially requested by the Police) as part of official investigations

7. Access to and disclosure of images to third parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators). Requests should be made in writing to the Head.

The data may be used within the school's discipline procedures as required and will be subject to the usual confidentiality requirements of those procedures.

If Parents / Guardians wish to view recorded images, this would be at the discretion of the Head and no offline copies of footage will be made available

8. Complaints

Complaints and enquiries about the operation of CCTV within the school should be directed to the Head in the first instance.

9. Further information

Further information on CCTV and its use is available from the following:
CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office) www.ico.gov.uk

Regulation of Investigatory Powers Act (RIPA) 2000
GDPR 2018