



# THE MINSTER SCHOOL

## CCTV POLICY

**School Lead:** School Business Manager

**Governor Lead:** Chair of Finance, General Purposes and Personnel Committee

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**Signed by Chair of the FGP&P Committee or Chair of Governors:**

**Date:** 24/02/21

## Contents

Statement of Intent .....	2
1. Legislation and guidance .....	2
2.. Roles and responsibilities .....	3
3. Purpose and justification .....	3
4. The data protection principles .....	4
5. Objectives .....	4
6. Protocols .....	4
8. Security .....	4
9. Code of Practice .....	5
10. Access .....	5

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## Statement of Intent

We take our responsibility towards the safety of staff, visitors and pupils very seriously. To that end, we use CCTV cameras to monitor any instances of aggression or physical damage to our school and its members, and to monitor any unauthorised access to our site.

This policy explains how the use of CCTV systems is managed and regulated at the school and ensures that:

- We comply with data protection legislation, including the Data Protection Act 2018.
- The images that are captured are useable for the purposes we require them for.
- We reassure those persons whose images are being captured, that the images are being handled in accordance with data protection legislation.

This policy covers the use of CCTV 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:

- Observing what an individual is doing
- Taking action to prevent a crime
- Using images of individuals that could affect their privacy.

## 1. Legislation and guidance

This policy has due regard to legislation and statutory guidance, including, but not limited to the following:

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010.

This policy has been created with regard to the following statutory and non-statutory guidance:

- Information Commissioner's Office (ICO) (2017) 'Overview of the General Data Protection Regulation (GDPR)'

## **2.. Roles and responsibilities**

The role of the data protection officer (DPO) includes:

- Dealing with freedom of information requests and subject access requests (SAR) in line with legislation, including the Freedom of Information Act 2000.
- Ensuring that all data controllers at the school handle and process CCTV footage in accordance with data protection legislation.
- Ensuring that CCTV footage is obtained in line with legal requirements.
- Ensuring consent is clear, positive and unambiguous. Pre-ticked boxes and answers inferred from silence are non-compliant with the GDPR.
- Ensuring that CCTV footage is destroyed in line with legal requirements when it falls outside of its retention period.
- Keeping comprehensive and accurate records of all data processing activities, including CCTV footage, detailing the purpose of the activity and making these records public upon request.
- Informing data subjects of how their data captured in CCTV footage will be used by the school, their rights for the data to be destroyed and the measures implemented by the school to protect individuals' personal information.
- Abiding by confidentiality requirements in relation to the duties undertaken while in the role.

The Minster School, as the corporate body, is the data controller. The governing body of the School therefore has overall responsibility for ensuring that records are maintained, including security and access arrangements in accordance with regulations.

The School Business Manager deals with the day-to-day matters relating to data protection and thus, for the benefit of this policy will act as the data controller.

The role of the data controller includes:

- Processing CCTV footage legally and fairly.
- Collecting CCTV footage for legitimate reasons and ensuring that it is used accordingly.
- Collecting CCTV footage that is relevant, adequate and not excessive in relation to the reason for its collection.
- Ensuring that any CCTV footage identifying an individual is not kept for longer than is necessary.
- Protecting footage containing personal data against accidental, unlawful destruction, alteration and disclosure – especially when processing over networks.

The role of the Headteacher includes:

- Meeting with the DPO to decide where CCTV is needed to justify its means.
- Conferring with the DPO with regard to the lawful processing of CCTV footage.
- Reviewing the CCTV Policy to ensure it is compliant with current legislation.
- Monitoring legislation to ensure the school is using CCTV fairly and lawfully.

## **3. Purpose and justification**

The school will only use CCTV cameras for the safety and security of the school and its staff, pupils and visitors.

CCTV will be used as a deterrent for violent behaviour and damage to the school.

The school will only conduct surveillance on the CCTV as a deterrent and under no circumstances will CCTV cameras be present in school classrooms or any changing facility.

If the CCTV systems fulfil their purpose and are no longer required the school will deactivate them.

#### **4. The data protection principles**

Data collected from CCTV will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date; every reasonable step will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

#### **5. Objectives**

The CCTV system will be used to:

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

#### **6. Protocols**

The CCTV system is a closed digital system which does not record audio.

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

The CCTV system will not be trained on individuals or outside the perimeter of the school.

#### **8. Security**

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

The school's authorised CCTV system operators are:

Mr B Chaloner – Head Teacher

Miss N Clay – School Business Manager

Mr L Prestwood – Premises Manager

Mr A Plummer – Premises Officer

Mr P Fox – Premises Officer

Mr D Boothroyd – Deputy Head teacher

Mr A Wall – Deputy Head Teacher

Mr Zak Lounds – IT Technician

Mr Jack Desnica – Trust IT Manager

- The main control facility is kept secure and locked when not in use.
- CCTV systems will be properly maintained at all times.
- CCTV systems will not be intrusive.
- The DPO and Headteacher will decide when to capture stored footage
- Any unnecessary footage captured will be securely deleted from the school system.
- The CCTV system can be accessed on the personal computers of the Premises Team and IT Support team.

## **9. Code of Practice**

The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.

CCTV cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

CCTV footage will be kept for 14 days for security purposes.

The school has a CCTV system for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, pupils and visitors.

The CCTV system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel only.

The school will ensure that the CCTV system is used to create a safer environment for staff, pupils and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in data protection legislation.

## **10. Access**

Under the DPA 2018, individuals have the right to obtain confirmation that their personal information is being processed.

All disks containing images belong to, and remain the property of, the school.

Individuals have the right to submit an SAR to gain access to their personal data in order to verify the lawfulness of the processing.

The school will verify the identity of the person making the request before any information is supplied.

A copy of the information will be supplied to the individual free of charge.

Where an SAR has been made electronically, the information will be provided in a commonly used electronic format.

Requests by persons outside the school for viewing or copying disks, or obtaining digital recordings, will be assessed by the Headteacher and DPO, on a case-by-case basis with close regard to data protection and freedom of information legislation.

Requests will be responded to without delay and at the latest, within one month of receipt.

In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.

Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the ICO and to a judicial remedy, within one month of the refusal.

In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.

It is important that access to, and disclosure of, the images recorded by CCTV footage 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.

Releasing the recorded images to third parties will be permitted 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 data protection legislation and the Freedom of Information Act 2000.