

Cottenham Academy Trust

CCTV Policy

Introduction

The Cottenham Academy Trust uses its CCTV system for a number of reasons. It is used to help protect against crime and also aids in the safety of pupils, staff, parents and members of the public whilst on school premises.

The camera system comprises a number of fixed cameras located around the school sports centre site and is only in operation during evenings in term time, and during weekends and holidays.

This code of practice follows the Data Protection Act guidelines and will be subject to review on a yearly basis. The CCTV system is owned solely by the trust.

Objectives of the CCTV system

To protect buildings and their assets

To increase personal safety and reduce the fear of crime

To protect members of the public, private property and staff

To assist in managing the site

Statement of intent

The Cottenham Academy Trust will treat the CCTV system and all information, documents and recordings obtained and used as data, which are protected by the act, in the strictest of confidence.

CCTV cameras will be used to monitor activities around the Sports Centre public areas and surrounding grounds to identify criminal activity actually occurring, anticipated, or perceived, for the purpose of securing the safety and well-being of all.

Images will only be released to the Police for use for the investigation of a specific crime and with the consent of the Executive Headteacher.

The planning and design of the CCTV layout has 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.

Public Notices to advise of CCTV will be clearly displayed in the areas of operation.

Operation of the system

The scheme will be managed by the Executive Headteacher, in accordance with the principles and objectives expressed in this policy.

The day-day management will be the responsibility of both the Data Controller (IT Manager) and the Director of Operations. The control panel will only be used by the Controller and the Executive Headteacher (delegated to Headteacher where appropriate to do so).

The CCTV system will be in operation:

Term Time weekdays 5pm – 6am

Weekends 24 hours a day
School Holidays 24 hours a day

The cameras will not be in operation during the school day

Control of the cameras

The Data Controller will, on a daily basis, check that all cameras are functional and the system is recording. Administrative functions will include the maintenance of the hard disc space.

Visitors and contractors wishing to access the CCTV system or recording system will be subject to the arrangements outlined below.

Authorised users and managers of the CCTV system must satisfy themselves that the identity of anyone to have access to the CCTV system and the purpose of the access. Where any doubt exists over the grounds for access, permission will be refused. Emergency procedures will be used in appropriate cases to call the emergency services.

Liaison

Liaison meetings may be held with senior leaders, site staff and contractors in the support of the system.

Monitoring procedure

The CCTV recording can be accessed via the school network by the Data Controller and the Executive Headteacher.

Maintaining CCTV Records Procedures

In order to maintain and preserve the integrity of the media used to record CCTV. All images are only viewed by the Data Controller after permission is granted by the Executive Headteacher. No images will be observed live. All images are recorded to the trust's central computer servers and retrieved only where due cause is justified.

Recording media may be viewed by designated operators and the police for the prevention and detection of crime. A record will be maintained of the release of records to the Police or other authorised applicants. Viewing of records by the police must be recorded in writing in the log book. Requests by the police can only be actioned under Section 29 of the data Protection Act 1988.

Should a record be required as evidence, a copy may be released to the police under the procedures described in this policy. Records will only be released to the police on the clear understanding that the record remains the property of the school, and both the record and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the police to pass on the record or any part of the information contained therein to any other person.

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

Breaches of the code (including breaches in security)

Any breach of this policy by school staff will be initially investigated by the Executive Headteacher (or appropriate senior member of staff), in order for appropriate disciplinary action

to be taken.

Any serious breach of the Code of Practice will be immediately investigated by the Executive Headteacher or nominated deputy and recommendations made on how to remedy the breach.

Complaints

Any complaints about the school's CCTV system should be in writing and addressed to the Executive Headteacher or, where the complaint is about the Executive Headteacher, to the Chair of Governors.

Complaints will be investigated in accordance with this policy.

Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made in writing to the Executive Headteacher. Digital recordings will be kept for a maximum of 30 days, unless specific incidents have been recorded to disc for investigation.

Requests for CCTV Images

Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the Executive Headteacher. Charges will be made to cover the costs of producing the material.

The data controlling officer (IT Manager) is trained in issues such as what to do if a request for the images is received from an outside source, e.g. the police, who are able to make such an application for purposes of preventing or detecting crime.

Any request from a third party should be made to the Executive Headteacher and will be formally recorded. Request must include reasons for the request and any other relevant information, such as a crime incident number.

Public information

Copies of this policy will be available to the public from the school upon request or can be found on the school website.