

CCTV Policy

February 2019

Introduction

The Baird Primary Academy 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 Academy assets, resources and property.

The CCTV system, which was installed in June 2017, comprises a number of fixed cameras but does not have sound recording capability.

- The system is owned and operated by the Baird Primary Academy, and its deployment is determined by the Academy's leadership team.
- The CCTV is used by the Academy's Senior Leadership Team and, in a limited capacity, by Facilities Managers. The Principal or their representative has overall responsibility as the designated Data Controlling Officer.
- Any proposals to make changes to existing CCTV use will be subject to consultation with staff and the Academy community.
- The Academy's CCTV Scheme is registered with the Information Commissioner under the terms of the General Data Protection Regulation (GDPR) via the University of Brighton Academies Trust. The use of CCTV, and the associated images is covered by GDPR. This policy outlines the Academy's use of CCTV and how it complies with Regulations.
- All authorised users and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained by the Academy 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.

Statement of Intent

- The Academy 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 (the Code of Practice is published at http://www.ico.gov.uk/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.ashx)
- The Academy will treat the system and all information, documents and recordings obtained and used, as data which are protected by the GDPR.
- CCTV cameras may be used to monitor activities within the Academy grounds to identify criminal activity occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the Academy, together with its visitors.
- Unless an immediate response to events is required, staff must not direct cameras at private property, an individual, their property or a specific group of individuals, without an authorisation being obtained for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.
- CCTV warning signs will be clearly and prominently placed at appropriate external entrances to the Academy. Signs will contain details of the purpose for using CCTV (see appendix B).
- The CCTV system design has endeavoured to ensure maximum effectiveness and efficiency but it is acknowledged that the system will not cover or detect every single incident taking place in the areas covered by surveillance cameras, nor does it cover every area of the Academy site.

- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recorded materials will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recorded materials will never be released to the media for purposes of entertainment.

Siting of CCTV cameras

- CCTV cameras will be sited so they only capture images relevant to the purposes for which they are installed (as described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The Academy will ensure that the location of equipment is carefully considered to ensure that images captured comply with the GDPR.
- The Academy will make every effort to position cameras so that their coverage is restricted to the Academy premises, including outdoor areas.
- CCTV will not be used in classrooms except in exceptional circumstances (see 'Covert Monitoring' below). The current system does not include any classroom surveillance.
- Details of where CCTV cameras are situated is at Appendix D.

Covert Monitoring

- The Academy may in exceptional circumstances set up covert monitoring. For example:
 - Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct; and
 - Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- In these circumstances, authorisation must be obtained from the Principal and the Trust Executive Team.
- Covert monitoring may take place in classrooms when the points above are satisfied. Covert monitoring used in classrooms will never be used to observe or assess a teacher's professional performance, or to contribute to capability proceedings.
- Covert monitoring must cease following completion of an investigation.
- Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, e.g. toilet areas.

Storage and 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.

Access to CCTV images

- Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.
- The ability to view live and historical CCTV data available via network software is only to be provided at designated locations and to authorised persons only.

Subject Access Requests (SAR)

- Individuals have the right to request access to CCTV footage relating to themselves under the GDPR.
- All requests should be made in writing to the Academy Principal or their representative. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. However, it must be noted that the system in the academy only allows for data recorded in the previous 20 days to be retrieved and stored.

- Therefore, the Academy will take all reasonable steps to respond to requests received within 4 calendar days of the date of the footage required.
- A fee cannot be charged for an SAR, except under very specific circumstances (See the ICO site re: "[repeat or unreasonable requests](#)")
- The Academy reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

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 Academy where these would reasonably need access to the data (e.g. investigators).
- Requests should be made in writing to the Principal or their representative.
- The data may be used within the Academy's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.
- When it is within the power of the Academy whether or not to disclose information to the police that disclosure of information will be at the discretion of the Principal and the Trust Executive Team.

Complaints

- Complaints and enquiries about the operation of CCTV within the Academy should be directed to the Principal in the first instance.

Further Information

Further information on CCTV and its use is available from the following:

- General Data Protection Regulation 2018
- Regulation of Investigatory Powers Act (RIPA) 2000
- Protection of Freedoms Act (POFA) 2012
- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)

Policy Status and Review

Written By	Principal / Facilities Manager
Owner	Principal
Status	Approved
Approval Date	February 2019
Review Date	February 2020

Appendix A - Checklist

This CCTV system located at **The Baird Primary Academy** and the images produced by it are controlled by the Principal or their representative who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the General Data Protection Regulation 2018).

The Baird Primary Academy has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of users. It will not be used for other purposes. We conduct an annual review of our use of CCTV to ensure its compliance.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.		Julie Lacy	Feb 20
There is a named individual who is responsible for the operation of the system.	March 2019	Carly Welch	
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	March 2019	Luke Russell	
Staff and members of the Academy community will be consulted about the proposal to install further CCTV equipment.	March 2019	Carly Welch	
Cameras have been sited so that they provide clear images.	March 2019	Luke Russell	
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	March 2019	Luke Russell	
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).	March 2019	Luke Russell	
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	March 2019	Carly Welch	
The 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.	March 2019	Carly Welch	
Except for law enforcement bodies, images will not be provided to third parties.	March 2019	Carly Welch	
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.	March 2019	Carly Welch	
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	March 2019	Luke Russell	

Appendix B – CCTV Signage

It is a requirement of the General Data Protection Regulation to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Academy is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That CCTV surveillance is in operation in this area and that pictures are recorded
- The purpose of using CCTV
- The details of the organisation operating the system if not obvious



Appendix C – General Data Protection Regulation 2018

Key Principles

Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) 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;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must 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;
- e) 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; and
- f) 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.”

Article 5(2) requires that:

“the controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

This is not a full explanation of the principles, for further information refer to the [ICO outline of the General Data Protection Regulation](#).

Appendix D - Impact Assessment for the use of surveillance CCTV in the Baird Primary Academy

Introduction

Academy	The Baird Primary Academy
Assessment carried out by	Facilities Manager
Assessment effective from	October 2018
Assessment effective to	October 2019
Data Controlling Officer for The Baird Primary Academy	Carly Welch
Registration with the Office of the Information Commissioner last updated on	(Date) TBA
Date when checks for serviceability of CCTV systems and clarity of images last completed	2 October 2018

Camera information

Areas on the Academy site covered by installed surveillance CCTV, whether active or not.

CAMERA AREA	No.		CAMERA AREA	No.
Internal Reception Entrance	1		KS1 internal building elevation	11
Entrance Road, Car Park, part KS2 playground	2		KS1 external building elevation	12
KS1 playground (part)	3		Nursery Area	13
KS1 playground (part)	4		Portacabin	14
Back of Main Hall/Staff Room	5		Elphinstone Avenue gates/staff car park	15
Back elevation of Main Hall	6		Steps to Early Years	16
Sargents Block playground (1)	7			
Sargents Block playground (2)	8			
KS2 internal building elevation	9			
KS2 internal building elevation/part KS1 internal building elevation	10			

(A separate sheet should be completed for each area, giving precise details of the use of surveillance CCTV and the data collected from that area. It may be adequate to group together some areas where the information to be recorded is entirely or partially common, without loss of specific reference.)

Purpose(s) for use of surveillance CCTV

The purpose of using CCTV is to protect staff, students, visitors and property from the actions of individuals. These actions may not necessarily be criminal offences but will have a negative impact on teaching, learning and employees' working environment. Being an Academy with around 400 pupils and comprising separate out-buildings, monitoring behaviour using staff alone can be a challenge. CCTV images are recorded so that they can be used to establish who committed an offence or to help quickly locate any pupil "running". CCTV recordings are used alongside traditional ways of investigating such as obtaining witness statements.

Advantages of use of CCTV over other possible methods

CCTV provides a high level of security and enables staff to concentrate on teaching and learning. It is not reliant on staffing availability and it is operational at times of the day that the building is unoccupied.

Assessment of amount of equipment used and time equipment is active

The equipment has been chosen to provide the maximum coverage in the area it is situated, reducing the number of overall cameras. The equipment has been evaluated for its ability to provide the required image clarity to identify individuals. The equipment is active for 24 hours a day, seven days a week.

Specific ways in which data collected will be used, including restrictions

Images will be used to investigate crime and reports of crime, including vandalism, intimidation and theft and to monitor student behaviour. It is also a tool for investigating accidents and incidents on the Academy buildings and grounds.

Data will not be used to monitor individual's working practices, check timekeeping or to covertly monitor without the permission of the Principal, and will only be relevant to the investigation that has been requested.

For stored data, the method used, the maximum length of time of storage, and how the data might be used

All data will be stored digitally. The system currently only enables data to be stored for up to 5 days to allow an incident to come to light and be investigated. The data maybe used by outside services and authorities such as the police in relation to the investigation of crime against property or an individual.

All personnel having immediate access to data collected and stored, as part of specific duties

The Senior Leadership Team – Carly Welch, Anita Auer, Fiona Parmee
The Site Manager – (live images only) – Luke Russell, Malcolm Kirby

CCTV Servicing Company

Ultimate Automate.

Details of how data may be processed, by whom and what purpose(s)

Data may only be processed by the nominated personnel above. Data can be stored to disk or another digital format for the purposes of a police request for information or to take the stored data to a third party for identification purposes, after which the data will be erased.

Details of further personnel who may gain temporary access to data as part of their duties

Administration and Teaching Staff who would require written authorisation from the Senior Team to access the system.

Methods of notification of the presence of surveillance CCTV and other information channels

Visible signage at each main entrance gate. [and camera location and the Academy community has received a copy of the Academies CCTV policy outlining use and access.]

Assessment of any possible impact of CCTV surveillance on the right to privacy, performance or general well-being of any individuals

CCTV is located in areas that do not impact on privacy of pupils, staff and visitors. CCTV will not be used to monitor staff performance.

Other relevant information

Although we have not surveyed people, we believe the following to be correct: Staff are aware that CCTV surveillance cameras are in place and know that it is primarily for their protection. Pupils are better protected having CCTV and we know that some park their bikes in front of cameras to keep them safe.