

## **The Lea Nursery School**

Wexham Road, Slough, Berks SL2 5JW

Tel: 01753 536492

e-mail: [post@lea-nursery.slough.sch.uk](mailto:post@lea-nursery.slough.sch.uk)

# **CCTV Policy**

Approved by Building and Health and Safety Committee:	
Date:	Summer 2020
Review Date:	Summer 2022

# CONTENTS

<b><u>1. INTRODUCTION</u></b> .....	<b>3</b>
<b><u>2. SCOPE</u></b> .....	<b>3</b>
<b><u>3. OBJECTIVES OF THE CCTV SCHEME</u></b> .....	<b>3</b>
<b><u>4. STATEMENT OF INTENT</u></b> .....	<b>3</b>
<b><u>5. OPERATION OF THE SYSTEM</u></b> .....	<b>4</b>
<u>5.1 MANAGEMENT OF THE SYSTEM</u> .....	4
<u>5.2 SYSTEM CONTROL: MONITORING</u> .....	4
<b><u>6. STORAGE AND RETENTION</u></b> .....	<b>5</b>
<b><u>7. ACCESS TO CCTV IMAGES</u></b> .....	<b>5</b>
<u>7.1 ACCESS FOR INTERNAL USE</u> .....	5
<u>7.2 ACCESS AND DISCLOSURE OF IMAGES TO THIRD PARTIES</u> .....	6
<b><u>8. BREACHES OF THE POLICY (INCLUDING BREACHES OF SECURITY)</u></b> .....	<b>6</b>
<b><u>8. ASSESSMENT OF THE SCHEME AND CCTV POLICY</u></b> .....	<b>7</b>
<b><u>9. COMPLAINTS</u></b> .....	<b>7</b>
<b><u>10. ACCESS BY THE DATA SUBJECT</u></b> .....	<b>7</b>
<b><u>12. POLICY REVIEW</u></b> .....	<b>8</b>
<b><u>13. CONTACT</u></b> .....	<b>8</b>

## **1. Introduction**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Lea Nursery School.

The system comprises a number of fixed and dome cameras located within and around the School buildings. Cameras are used to monitor activities within and around School buildings, and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the School, together with its staff, Pupils and visitors.

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The School's use of CCTV complies with the requirements of the Data Protection Act 2018 and the Information Commissioner's CCTV code of practice <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

This policy document will be subject to a biennial review or sooner if required in response to changes in data protection legislation or complaints/incidents

The School owns the CCTV system.

## **2. Scope**

This policy relates directly to the location and use of CCTV and the recorded material.

This policy covers all staff, contractors, agency workers, consultants, governors, past or present pupils and visitors to the School

## **3. Objectives of the CCTV scheme**

The objectives of the School's CCTV system are:

- To increase the personal safety of pupils, employees and visitors, and reduce the fear of crime and encouraging good pupil behaviour
- To protect the School buildings and their assets
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and potentially prosecuting offenders
- To protect members of the public and private property
- To assist in the safeguarding of pupils in and around the site

## **4. Statement of Intent**

The CCTV Scheme will seek to comply with the requirements of the GDPR, the Data Protection Act (2018) and the Information Commissioner's Code of Practice (2017). The School will treat the system and all information, documents and recordings obtained and used in accordance with data protection legislation and guidance.

Cameras will be used to monitor activities within the School and its grounds to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and wellbeing of the School members together with its visitors.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of public and private property.

The planning and location of cameras are designed to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

## **5. Operation of the System**

### **5.1 Management of the System**

The Headteacher has overall responsibility for the CCTV system.

Day-to-day administration and management will be the delegated responsibility of Gary Redden (caretaker), in accordance with the values and objectives expressed in this policy.

Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the CCTV cameras

The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

The Caretaker will liaise with the contractors regarding annual servicing and/or repairs and maintenance of the system.

### **5.2 System Control: Monitoring**

On a daily basis Gary Redden, will check and confirm the efficiency of the system, ensuring that:

- the cameras are functional
- the equipment is properly recording

Access to the CCTV System will be strictly limited to the Headteacher and other authorised persons. Unauthorised persons are not permitted to view live or pre-recorded footage

All cameras are controlled from the Headteacher Office and the system can only be accessed by authorised staff.

Unless an immediate response to events is required, cameras must not re-direct at an individual, their property or a specific group of individuals, without authorisation of the Headteacher

Information secured as a result of CCTV will not be used for any commercial purpose.

Recorded data 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 data will never be released to the media or published on social media for purposes of entertainment.

## **6. Storage and Retention**

Camera surveillance will be maintained at all times. Footage will be continuously recorded and held on the system memory for a minimum of 30 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

Where data is required to support an investigation/prosecution the data is saved to an electronic file held on a secure central server with restricted access.

In order to maintain and preserve the integrity of any recordings of events extracted from the hard drive and the facility to retrieve them for use in any future proceedings, each recording must be identified by a unique file name.

Full details of each saved data file will be recorded in the CCTV Log

The Data Protection Act (2018) does not prescribe any specific minimum or maximum retention periods for CCTV systems or footage. Therefore, the retention period for these files will be reflected by the School's purposes for extraction, and they will be deleted as soon as that purpose is achieved.

## **7. Access to CCTV Images**

The Headteacher will aid in meetings between interested parties where the provision of CCTV footage is required. Appropriate records will be kept relating to both internal and external requests and viewings of CCTV footage.

### 7.1 Access for Internal Use

CCTV recorded images may be viewed by authorised members of the School for supervisory and investigatory purposes, disciplinary reasons or authorised demonstration and training.

CCTV data used within the School's discipline and grievance procedures will be subject to the usual confidentiality requirements of those procedures. In those circumstances, disclosure of CCTV recordings may be made to service providers where these would reasonably require access to the data (e.g. HR)

Staff requests to view CCTV images will be made on the appropriate form detailing the legitimate reason for viewing and authorised by the Headteacher or a delegated Senior Member of staff acting on their behalf.

Recorded images will be made available to staff who have direct involvement in investigating a reported incident on receipt of an authorised Access Request form. This is likely to include members of the Senior Leadership Team and on occasion and/or pastoral staff.

The viewing of CCTV images will be recorded in the CCTV Log with reference to the accompanying authorisation.

Authorised viewing of CCTV recordings will be limited to individuals on a need-to-know basis.

If a member of staff has witnessed or been involved in, an incident they may be asked to review images for the purposes of identifying individuals or to establish facts about the incident.

## 7.2 Access and Disclosure of Images to Third Parties

Recordings may be viewed by the Police or other competent authority as defined in section 30 of the Data Protection Act 2018 for the “prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security” in accordance with section 29 of the Data Protection Act 2018

Viewing of CCTV images by the Police must be recorded in writing and entered in the logbook. This will be under the management of the Headteacher or a delegated alternative.

The Police may require the School to retain CCTV data for possible use as evidence in the future. Such disk(s) will be properly indexed and securely stored under the management of the Headteacher or their designated alternative.

A copy of a CCTV recording required for evidential purposes must only be provided to identifiable Police Officers, Special Constabulary or CID staff or other competent authority on production of positive ID such as Police Warrant Card, Picture ID Card, Driving Licence, etc.

Should a recording be required as evidence, a copy may be released to the Police under the procedures described below:

- A recording required for evidential purposes will be provided in pairs on identical media with each carrying an identical identification number. The Master recording is to be retained securely by the School in a sealed bag. The other copy may be released to the police or another authorised third- party on the production of a signed data access request form.
- Recordings will only be released to the Police on the clear understanding that the recording remains the property of the School, and both the media and information contained on it are to be treated in accordance with this policy and data protection legislation.
- The School retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained therein.
- On occasions when a Court requires the release of an original recording, this will be retrieved from secure storage and presented in its original sealed bag.
- Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances, recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order.

## **8. Breaches of the Policy (including breaches of security)**

The Headteacher or a senior member of staff acting on their behalf will initially investigate any breach of this policy by School staff.

Any serious breach of this policy will be subject to the terms of disciplinary procedures already in place and an independent investigation will be carried out to determine recommendations on how to remedy the breach.

## **8. Assessment of the scheme and CCTV Policy**

The Headteacher Facilities Manager and the Finance and Operations Manager may use CCTV for performance monitoring, including random operating checks.

## **9. Complaints**

Any complaints about the School's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with Section 8 of this policy.

## **10. 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 them, including those obtained by CCTV. Requests for Data Subject Access should be made to the School.

Individuals or their representatives have the right to request access to CCTV footage relating to themselves under the GDPR and Data Protection Act (2018). A request cannot be made to access CCTV footage on behalf of someone who is over 16 year's age without their written consent. They must make the access request themselves.

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.

The School will respond to requests within 30 calendar days of receiving the Subject Access Request, provided the School is satisfied as to the identity of the requester and their entitlement to the data. Otherwise, the time frame for completion of the SAR will not begin until any queries around identity and/or entitlement have been resolved.

The School reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise any on-going investigation.

A Subject Access Request (SAR) form is available from the office. It is not mandatory to use the form. However, it may assist individuals in structuring the SAR and ensuring the inclusion of the relevant information to enable the School to process the SAR as swiftly as possible.

## **11. Data Protection Impact Assessment and Privacy by Design**

CCTV has the potential to be privacy-intrusive. The School will perform a Data Protection Impact Assessment when installing a new CCTV system or moving/re-siting existing CCTV cameras to consider the privacy issues involved and to ensure that the use is necessary, proportionate and addresses a pressing need identified.

## 12. Policy Review

The Headteacher and the Data Protection Officer are responsible for monitoring and reviewing this policy.

This policy will be subject to a biennial review. Interim reviews will be carried out as necessary in response to changes in data protection legislation, national guidance, codes of practice or the Information commissioner advice.

## 13. Contacts

**Data Controller:** Lea Nursery School, Wexham Road, Slough, SL2 5JW

**Data Controller's Representative:** Nikki Elsmore-Cary, Headteacher. Email: [post@lea-nursery.slough.sch.uk](mailto:post@lea-nursery.slough.sch.uk)

**Data Protection Officer:** Dee Whitmore. Email: [DPOService@Schoolspeople.co.uk](mailto:DPOService@Schoolspeople.co.uk)

## Internal CCTV Image Viewing Request

Reference No:

(Format: IVR/next no. in viewing log)

*CCTV recorded images may be viewed by authorised members of the School for supervisory and investigatory purposes, disciplinary reasons or authorised demonstration and training. For further information please refer to the School's CCTV Policy, section 7*

### DETAILS OF REQUESTER

<b>Name of the staff member requesting CCTV viewing:</b>	
<b>Position:</b>	

### DETAILS OF IMAGES TO BE VIEWED

<b>Date of Footage to be viewed:</b>		<b>Time of footage to be viewed</b>	
Reason for viewing (e.g. Detail of incident)			

### VIEWING AUTHORISATION

<b>Viewing Request Granted</b>	<b>YES / NO</b>		
Request Denied (Reason)			
<b>Viewing Authorised by:</b>		<b>Date:</b>	

### CONFIRMATION OF VIEWING

<b>Date viewed:</b>	
<b>Viewing Facilitated by:</b>	
<b>Signed (viewer)</b>	
<b>Signed (Facilitator)</b>	

Notes:

**Viewing of CCTV Images Form:  
Police or Other Competent Authority**

**Reference No:**

POCA/

(Format: POCA/next no. in viewing)

This form must be completed prior to the viewing and release of CCTV images to the Police or other competent authority as defined as defined in section 30 of the Data Protection Act 2018.

<b>Name of Requester</b>						
<b>Rank (if applicable)</b>						
<b>Enforcement Agency (✓)</b>	Police		Special Constabulary		CID	
<b>Other: (insert detail)</b>						
<b>Confirmation of ID: (✓)</b>	Warrant card		Picture ID		Driving Licence	
	Other:					

I make formal application for access to view / listen to and ( if necessary ) copy CCTV recorded data of an occurrence/incident within the Lea Nursery School site which occurred:

On (date): \_\_\_\_\_ At (time): \_\_\_\_\_

**Viewing Authorised by:**

<b>Name:</b>					
<b>Position:</b>				<b>Date:</b>	
<b>Date of viewing</b>		<b>Facilitated by:</b>			

**Retention of Potential Evidence**

**X**

<b>Copy to be:</b>	Extracted and retained by the Academy	<input type="checkbox"/>
	Extracted and released to the Authority	<input type="checkbox"/>

## Data Extraction & Retention

The Police or other competent authority may require the School to retain CCTV data for possible use as evidence in the future. The data will be properly indexed and securely stored under the management of the Headteacher or their designated alternative.

<b>Data extracted by:</b>		<b>Date:</b>	
<b>Storage Media used:</b>		<b>Recording ID No.</b>	
<b>Storage location:</b>			

## Data Extraction & Release

CCTV Data required for evidential purposes will be provided in pairs on identical media with each carrying an identical identification number. The Master recording is to be retained securely by the School in a sealed bag. The other copy may be released to the police or another competent authority as defined in section 30 of the Data Protection Act 2018

<b>Data extracted by:</b> <b>(2 copies)</b>		<b>Date:</b>	
<b>Media used:</b>		<b>Recording ID No.</b>	
<b>Master sealed by:</b>			
<b>Storage location:</b>			
<b>Copy received by:</b>			
<b>Signature:</b>		<b>Date:</b>	