

# Vigo Primary School



## CCTV POLICY

This policy has been approved and adopted by the Governing Body in March 2022 and will be reviewed in March 2024.

## **Rationale**

Closed Circuit Television is installed and operated at Vigo Primary School for security and health and safety purposes.

Images from the installed cameras may be viewed and recorded.

The CCTV equipment and the images recorded by it are controlled by the Headteacher who is responsible for how the system is used.

The school will also seek to comply with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012.

## **Aims**

The purpose of this policy is to regulate the management, operation and use of the CCTV system at Vigo Primary School and to ensure compliance with the current legislation.

Objectives of the CCTV Policy at Vigo Primary School are:

- a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime
- b) To protect the school buildings and other assets
- c) To support the Police in a bid to deter and detect crime
- d) To assist in identifying, apprehending and prosecuting offenders
- e) To protect members of the public and private property
- f) To assist in managing the school

## **Procedures**

### **Positioning of cameras**

The system comprises a number of fixed cameras located around Vigo Primary School site. Cameras have been placed in the foyer, the playgrounds, the car park, outside the KS2 toilets and the flat roofs.

### **Signage**

Signs will be positioned at the entrance to Vigo Primary School as required by the Code of Practice. These signs will indicate that CCTV monitoring and recording are in use on the premises.

### **Recording of CCTV images**

Recordings may be made from any of the CCTV cameras. These recordings include a date, time and system information overlay. Recording equipment and media will be housed in a place to which only administration and security staff have access. Recordings will be kept for 30 days, unless required as part of an ongoing investigation, in which case recordings will be retained for as long as required for that investigation.

At the end of 30 days the media will automatically be erased.

Access to this storage is restricted to the Head Teacher, or her nominated representative, School Business Manager (SBM) and Site Manager. The CCTV system will operate 24 hours each day, every day of the year, recording all activity in the areas covered.

Cameras will be used to monitor activities within the school office to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well being of the school's pupils and staff, together with its visitors.

At no time will a camera be directed to follow or track an individual.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial or media purpose. The management of the CCTV system will be overseen by the member of SLT with responsibility for the school premises (Headteacher/SBM).

They are responsible for ensuring that the CCTV system is operated according to this policy and that regular audits are carried out to ensure that procedures are complied with. The day to day management, administration, maintenance, security and support of the system will be the responsibility of the Site Manager. The SBM is responsible for maintaining the recordings, ensuring their security and deleting them within the specified time period.

### **Viewing of CCTV images**

Display equipment used to view the images from CCTV cameras will be located and positioned in such a way as only those responsible for security may ordinarily see the screen.

Recorded images may be viewed only after permission has been granted by the Headteacher/DHT. With the exception of subject access requests under the Data Protection Act (see below), only those who necessarily have to see the image for security and health and safety purposes may do so.

Recorded images may be used in material to aid the identification of individuals for crime prevention or health and safety purposes. The only locations where images can be viewed are in the school office and in the SLT offices. The only person authorised to make copies (electronic or paper) of images is the Headteacher or Deputy Headteacher or another person specifically directed by the Headteacher.

Authorised staff may only allow external persons or agencies to view CCTV images with the express permission of the Headteacher and by following the procedures below:

Requests by law enforcement agencies (most commonly the police) can be authorised by the school under section 29 of the Data Protection Act 1998. A copy of images may be released to the agency on the understanding that the images remain the property of the school and the school may refuse permission for the agency to pass the images to any other person. Such requests should be made to the Headteacher.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances footage 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. A fee may be charged in such circumstances.

Requests may come from other external individuals and consideration would need to be given to how genuine or necessary the request is and whether there is any risk to the safety of others. Any images containing pupils at the school are subject to data protection legislation and parental permission will be obtained prior to any images being released to third parties.

### **Data Subject Access Requests**

The General Data Protection Act (GDPR) allows individuals whose images have been recorded the right to view the images of themselves and to have a copy of the images. This is termed a Subject Access request. Requests of this nature should be made to the Headteacher who will make arrangements for the images to be provided within 40 days of the request. There will be a fee involved. The person making the request must give sufficient information to enable the images to be found.

The school 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. It is important that the school does not compromise anyone else's privacy, so you will only be able to view CCTV footage that does not contain images of third parties or images that would enable you to identify other people. Images of other subjects would need to be edited or blanked out to make sure no one else can be identified. This process is costly, and one which the school has the right to refuse to undertake if the costs are disproportionate. Alternatively the costs may be passed onto the person who has made the request.

The Information Commissioner has published a separate CCTV Code of Practice detailing how to operate a system in accordance with the Data Protection Act. Where necessary, the Headteacher or their representative will refer to this Information Commissioners Code of Practice (sections 8 & 9) for further guidance on disclosing images to law enforcement agencies or to individuals. In all such cases where requests are made the school will keep a detailed log (register) of the nature of the request and the details/images provided

### **Police cooperation**

The School wishes to maintain good working relations with the police and will cooperate whenever it can do so within the law.