

Waterthorpe Nursery Infant School



CCTV Policy

Approved by: Steering committee

Date: 20th March 2017

Next Review Date: Spring 2020

This is a Local Authority Model Policy

Guidance for Schools: General Principles for using CCTV

Sheffield City Council and its maintained schools sets out to comply with the Data Protection Act 1998 and CCTV Code of Practice 2008 where it uses CCTV systems. The following guidance, template policy document and associated checklists/ appendices aim to provide a framework for schools to work within where CCTV is being used.

Schools need to fully address the following to ensure they are compliant with legislation and operating to an appropriate standard:

1. There is reasonable justification before CCTV is installed and used.
2. An assessment of impact on people's privacy should be undertaken. For example, the CCTV must not invade neighbours privacy when viewing perimeter fencing.
3. A designated person should have legal responsibility for the scheme (Data Controller).
4. The Data Controller (identified in 3 above) must fully understand their role and responsibilities, the legislation which governs the use of CCTV in school (including the requirements relating to the siting & controlling of equipment, access to and use of the data captured etc)
5. The intended use of the CCTV should be documented and the system must not be used for anything other than this. For example, if the scheme is merely for site security (viewing perimeters) then images of individuals must not be taken.
6. The scheme must be notified to the Information Commissioners Office (ICO). For further information how to Register (notify) under the Data Protection Act go to: http://www.ico.gov.uk/for_organisations/data_protection/notification.aspx
7. Each system should have documented procedures in place for its administration (the policy), which will include:
 - Ensuring notification to ICO and the School's Governing Body on an annual basis.
 - Ensuring the scheme is in accordance with the notification.
 - Procedures for handling images.
 - Record keeping of access requests, use of images procedures and Pro-active monitoring of the scheme to ensure compliance.
 - Control of recorded material.
8. The CCTV system should be sited only to achieve what is documented in the scheme.
9. Permanent or movable cameras should not be used to view areas that are not of interest and not intended to be the subject of the scheme. There are areas where there is an expectation of heightened privacy (e.g. toilets/changing rooms) and CCTV may only be used in very extreme cases and this must not be undertaken without correct notification to the ICO and senior manager of the site (Head teacher / Building Managers for example).
10. The CCTV will only be used at relevant times; times when site security is at risk for example.

11. The equipment used should be maintained to ensure it is not tampered with and to provide reliable quality images.
12. No sound recording technology should be used.
13. Material should be stored in line with your policy document and not for longer than is necessary. It should be appropriately and securely deleted as soon as possible. For example, as soon as it is obvious that no crime has occurred, then the data should not be kept.
14. Images must be viewed in a secure/restricted area with access only to authorised persons.
15. Each school should give careful consideration to which employees should be authorised to operate the system.
16. Images must not be released to third parties. Police may legitimately request images by way of a formal request to the relevant person such as the Headteacher.
17. Individuals who are recorded may request access to the images, the procedure for this must be detailed within your policy document.
18. There must be adequate signage to let people know that surveillance is taking place. Where cameras are discreet, the notices must be more prominent.
19. The CCTV systems must not be used to systematically monitor people. If this is required to obtain the information that is needed then authorisation under Regulation of Investigatory Powers Act (RIPA) 2000 will be required.
19. Each school should have a CCTV policy document. This document should be considered within the context of the school safeguarding policy document.
20. Each school should apply for the relevant permission to work from SCC Property and Facilities Management (P&FM). **Contact: 0114 2734120**

Closed Circuit Television CCTV Policy Document

1. Introduction

The purpose of this document is to regulate the management, operation and use of CCTV systems in our school.

- 1.1 Waterthorpe Nursery Infant School's 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, to prevent the loss or damage to property and to assist in the investigation of accidents, incidents and near misses.
- 1.2 The system comprises of **3 cameras- WNIS**. These are all fixed cameras
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the school.
- 1.5 The CCTV is monitored centrally from the main school office.
- 1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.
- 1.7 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act.
- 1.8 All authorised operators and employees approved to access images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school data controller in their responsibilities as part of the requirements of this policy document, the schools safeguarding policies and procedures, e-safety information and the Data Protection Act. All employees are aware of the restrictions in relation to storage of, access to, and disclosure of, recorded images and sound. Failure to adhere to these requirements could lead to disciplinary action.

2. Statement of Intent

- 2.1 The school 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. Further information is available at:

http://www.ico.gov.uk/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.ashx

- 2.2 CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including main staff/pupil and visitor entrances and school gates, if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix B). In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.
- 2.3 The planning and design of the system has endeavoured to minimise any invasion of privacy and ensure that the Scheme will give maximum effectiveness and efficiency,

but it is not possible to guarantee that the system will fully meet this brief or detect every single incident taking place in the areas of coverage.

3. Siting the Cameras

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act, cameras will be regularly checked to ensure they have not been moved or tampered with in any way.
- 3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.
- 3.3 CCTV will not be used in classrooms.
- 3.4 Members of staff upon request will have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.
- 3.5 Every effort will be made to ensure suitably competent contractors with the relevant knowledge and experience will be employed to install and maintain the equipment.

4. Covert Monitoring

- 4.1 The school may in exceptional circumstances set up covert monitoring. For example:
 - i) 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;
 - ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.2 In these circumstances authorisation must be obtained from a member of the senior management team, who will seek advice from Legal Information Management Officer before allowing such an operation to take place.
- 4.3 Covert monitoring must cease following completion of an investigation.
- 4.4 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets or changing areas.

5. Storage and Retention of CCTV images

- 5.1 Recorded data will not be retained for longer than is necessary, and will be deleted/erased appropriately and in line with approved procedures. 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.
- 5.2 All retained data will be stored securely and access limited to authorised operators/staff only.

6. Access to CCTV images

- 6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.
- 6.2 A list of staff authorised to view Images from this CCTV system will be held by the school.

7. Subject Access Requests (SAR)

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests must be made in writing to the Headteacher. Individuals submitting requests for access will have to provide sufficient information to enable the footage relating to them to be identified & isolated. For example, date, time and location.
- 7.3 The school will respond to requests within 40 calendar days of receiving the written request and fee.
- 7.4 A fee of £10 will be charged per request.
- 7.5 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

8. Access to and Disclosure of Images to Third Parties

- 8.1 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 school where these would reasonably need access to the data (e.g. investigators).
- 8.2 Requests should be made in writing to the Head teacher.
- 8.3 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9. Complaints

- 9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Head teacher in the first instance. (Mrs Helen Stokes).
- 9.2 Failure of authorised operators/staff to comply with the requirements of this policy will lead to disciplinary action under the school's code of conduct.

10. Further Information

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

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)
- www.ico.gov.uk

- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998
- Sheffield Safeguarding Children’s Board – www.safeguardingsheffieldchildren.org.uk
- Crown Prosecution Service – www.cps.gov.uk

Other Useful Contacts:

David Bownes	Legal Information Management Officer	0114	2736891
Melvyn Chapman	Health and Safety Building Compliance Officer	0114	2734120
Insurance & Risk	risk@sheffield.gov.uk	0114	2053915
Claire Hallam	Senior Health & Safety Consultant	0114	2734947
Flora Bandele	Safeguarding Children Advisor, Education	0114	2053714
Bea Kay	Safeguarding Children Advisor, Education	0114	2735655

Appendix A – Operation of CCTV System Checklist

This CCTV system and the images produced by it are controlled by 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 Data Protection Act 1998).

School has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Date Checked/or Action Completed	By (Signature)	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	December 2016		Autumn 2017
The name of the individual responsible for the operation of the system is Mr Kevin Rodgers	December 2016		April 2014
The system is checked to verify it produces clear images which the law enforcement bodies (usually the police) can use to investigate crime, these can easily be taken from the system when required.	December 2016		Autumn 2017
Staff and members of the school community are consulted about the proposal to install and or continued use of CCTV equipment.	June 2013		When system renewed
Cameras have been sited so that they provide clear images and limit the opportunity to be tampered with.	April 2013		Annually
Cameras are located in the following areas:	Main Door Outside main door Hall		As changes occur
Cameras have been positioned to avoid intentionally capturing the images of persons not visiting the premises.	December 2016		As cameras are added
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).	December 2016		Autumn 2017
Images from this CCTV system are securely stored in the schools main office and access is limited to the following authorised persons: Mr Kevin Rodgers Mrs Helen Stokes (WNIS) Mrs Charlotte Newton-Wall	December 2016		Autumn 2017
Recorded images are retained for 7 days unless they form part of an incident under investigation.	December 2016		Autumn 2017
Except for law enforcement bodies, images are not to be provided to third parties.	December 2016		Autumn 2017

Procedure in place to respond to individuals making requests for copies of their own images.	December 2016		Autumn 2017
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	December 2016		Autumn 2017

Appendix B – CCTV Signage

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address of the systems operators for enquiries (this will either be the school or if monitored externally the details of the provider)
- Your signage must include a pictorial image identical to the one shown below



Appendix C – Data Protection Act 1998: Data Protection Principles

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

This is an overview only and not a full explanation of the principles. For further information refer to the Data Protection Act, this can be found at www.ico.gov.uk or www.legislation.gov.uk

Equality Impact Assessment Template

Name of policy or project being assessed?	Date
CCTV	1/12/16

Priority Level	
High	
Medium	
Low	X

Lead Officer: Helen Stokes
Members of the assessment team: Helen Stokes & Suzanne Marriott
Others involved in the assessment (peer review/external challenge): Steering Committee members

What are the aims of the policy or project? To ensure compliance with CCTV data protection regulations
Who is the intended customer/service user of this project or policy? Public and all school users
What are the desired outcomes from this project or policy? That the use of CCTV in school complies with legal data management regulations
List any other key policies, procedures, projects or strategies that this policy/project has implications on: Data protection, Health and Safety

What are the racial, disability and gender equality implications of the policy or project? No prejudice given with regards to recording and releasing images	
Does the policy or project have any significant positive impact for: <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	No

<p>Does the policy or project have any significant adverse impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	<p>No</p>
<p>Do you have any evidence?</p>	
<p>Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?</p>	

<p>Action to take :</p>			
<p>If you have indicated there is a negative impact, can it be justified?</p>	<p>YES</p>	<p>NO</p>	
<p>If you have indicated there is a negative impact and it cannot be justified, is it discrimination? N/A</p>	<p>YES</p>	<p>NO</p>	
<p>If you have answered YES, please list all the changes that you have made to eliminate this discrimination:</p>			
<p>Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy)</p>			

<p>Signed (Person completing the form):</p> 	<p>Date: 1/12/16</p>
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