

Reviewed: November 2017  
Review period: Biannual

# Bacup and Rawtenstall Grammar School



## CCTV Policy

## **CCTV POLICY**

### **Purpose**

The purpose of having CCTV operation is to assist in providing a safe, secure environment for staff, students, and visitors of the school. The CCTV is registered with the Information Commissioner's Office registration number **Z3369828** for the purpose of crime prevention and detection and the apprehension and prosecution of offenders.

### **Specification**

The system installed is a Samsung Ipolis system. There are 7 internal cameras and 10 external cameras.

### **Location**

The system is located in the Server room with viewing access also available via smartviewer in the Site Office. Both areas are secured by lock and key.

### **Service and Maintenance**

The Site Manager is responsible for ensuring that the CCTV system including cameras are in operation at all times and is the initial contact point through when faults are discovered with the system. The system does not have a service and maintenance contract. The Site team are responsible for checking camera focus and alignment, cleaning the lenses and housings and any reactive maintenance encountered.

### **Operational Use**

The School Data Controller(s) for the CCTV system is the Headteacher. Information is forwarded to the Information Commissioner with regard to the use of the system and is renewed annually. Signage is displayed when entering the school grounds clearly stating that CCTV is in operation. The CCTV system has also been registered with Lancashire Constabulary.

Access to the CCTV system is restricted to the Senior Leadership team and Site Staff. Access to the system is limited to:

Site Manager

ICT staff

School Business Manager

All groups have their own Username and password.

A record is kept of logins which includes date, time, viewer and reason for access. These records are held by the Site Manger.

Images are recorded on a continuous recording and are stored on a Network Video Recorder (NVR) for up to 16 days.

## **Disclosure**

Disclosure of images from the CCTV system may be required by law enforcement agencies. This is acceptable under the Data Protection Act, however a DP1 form must be completed confirming the information needed for the detection or prevention of a specific crime. The School Business Manager will issue an instruction to the ICT Technician for these images to be downloaded upon receipt of a DP1 form.

Details of all disclosures will be held by the School Business Manager.

## **Subject Access Requests**

Individuals whose images are recorded have a right to view the images of themselves and be provided with a copy of these images. This must be provided within 1 month or 2 months if complex (but the individual must be informed) of receiving the request. There will be no charge unless the school receives repetitive or excessive requests when a charge of £10 will be made per request. Individuals must make representation in writing to the Headteacher, giving full details of what information is required and for what purpose. Full details of how to deal with Subject Access Requests is available from the Information Commissioner's website – [www.ico.gov.uk](http://www.ico.gov.uk).

Details of all disclosures will be held by the School Business Manager.

## **Freedom of Information Act 2000**

Under the Freedom of Information Act 2000, people can request access to any recorded information (with certain exemptions) that the school holds. However, if individuals are capable of being identified from the CCTV system footage then it is personal information about the individual concerned and is unlikely to be disclosed in response to a freedom of information request as the requester could potentially use the information for any purpose and the individual concerned is unlikely to expect this. This may be unfair processing in contravention of the Data Protection Act 1998. All Freedom of Information requests relating to CCTV system images should be directed to the School Business Manager.

Details of all disclosures will be held by the School Business Manager.

## **Autumn 2017.**