

Reviewed: May 2021  
Review period: 3 years (2024)

# 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 an Idis CCTV Camera Solution. There are 73 CCTV cameras in total with a mix of internal and external cameras. The CCTV cameras link back to three Idis Network Video Recorders. The solution comprises of many different camera types including fixed, fisheye and variable focal. All CCTV cameras utilise the school's BRGS network switch backbone to connect back to the central Network Video Recorders.

### **Location**

The hardware for the CCTV solution is located in the Server room with viewing access available via an Idis Solutions CCTV Viewer Client software package. CCTV cameras are installed both on the internal and external of the school building. Additionally, three cameras cover the MUGA and the school's all weather pitch.

### **Service and Maintenance**

ICT Support are responsible for ensuring that the CCTV system including cameras and back end hardware are in operation at all times and are the initial contact point when faults are discovered with the system. The system is supported and maintained by Apex Network Solutions. Apex Network solutions are responsible for the annual cleaning of external cameras. Realignment, refocus work and internal camera cleaning is the responsibility of the school's Site Team, alternatively such tasks can be undertaken by Apex Network Solutions as chargeable work.

### **Operational Use**

The School is the Data Controller for the CCTV system. 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, ICT Manager, Site Manager, ICT Manager, ICT Technician and Heads of Year.

A record of all logins to the CCTV system is kept, which includes date, time and the reason for access. These records are held centrally on the school's Office365 platform.

CCTV footage is recorded continuously and is stored on multiple Network Video Recorders (NVR's) for up to 20 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 30 days or longer or 60 days 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 Data Protection Officer, 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 General data Protection Regulation. 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.