



CCTV POLICY

June 2019

Little Ilford School has in place closed circuit television (CCTV) surveillance system across the school. This policy outlines the purpose, use and management of the CCTV within the school. The policy identifies the procedure Little Ilford School, as the data controllers, must follow in the utilisation of CCTV at Rectory Rd, London E12 6JB .The policy information is based on the guidance provided by the Information Commissioner's Office (ICO).

Little Ilford school use CCTV to reduce crime and monitor the school building and its surrounding areas in order to provide a safe environment for pupils, staff and visitors. We also use our CCTV to prevent loss or damage to school property and the prevention of crime.

Our CCTV is comprised of numerous fixed and dome cameras that do not have sound recording capability. Our CCTV is owned by the school and is operated by the school. The school's senior leadership team determines the deployment of the CCTV.

- The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.
- The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 2018. This policy outlines the school's use of CCTV and how it complies with the Act.
- All authorised operators and employees with access to 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 under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV. 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.
- Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable expectations of

privacy 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.

- The school will make every effort to position cameras so that their coverage is restricted to the school premises, which include outdoor areas.
- CCTV will not be used in classrooms with the exception of computer rooms and specialist rooms to protect certain equipment, although IRIS technology may be used to record lessons for the purposes of pedagogical development. Please note, in the interests of fairness, that the CCTV cameras in specialist classrooms will not be used for the purposes of monitoring the staff.
- 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)
- 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

Your rights

You have a right to request CCTV footage of yourself. The school has one calendar month to comply and will not be able to charge any fees, however where the request is excessive in any way a charge can potentially be imposed.

When requesting CCTV footage in order for us to provide the correct images it will be helpful for you to provide us with a specific time and date and a description of yourself or what you were wearing at the time. CCTV images may be withheld if other parties can be identified.

Responding to subject requests

As a school, we would like you to fill out a subject access request form after the initial request has been made in order to gain as much information to aid us to provide you with all the information that has been requested. The form will be sent out along with a confirmation letter.

It is very important for us as a school to ensure that the information being requested is sent to the right person. We will ask for any party requesting information to provide us with evidence of your identity; this can be done by providing a copy of your:

- Passport
- Utility bill with your current address
- Driving licence
- Credit Card or Mortgage statement 📄 **This list is not exhaustive.**

Retention of CCTV

The deletion of CCTV will take place within a reasonable time after the original recording is made; this will not exceed 30 days. In circumstances where CCTV data is requested or needed for an investigation, a copy of the CCTV data may be held for longer.

- Recorded data will not be retained for longer than is necessary. 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.
- All retained data will be stored securely.

Appendix 1

Who is able to access the CCTV?

The Site Supervisors monitor our CCTV centrally from the Site Supervisor's office. There is further access to the system from the offices of the Head Teacher, Senior Leadership Team, Pastoral team and Receptionist.

Name	Position Held
Anita Lay	Assistant Headteacher
Rebecca Hamid	Assistant Headteacher
Emily Curtis – Harper	Assistant Headteacher
Helen Marriott	Co-Headteacher
Ian Wilson	Co-Headteacher
Kieron Burke	Assistant Headteacher
Maty Vaquera	Assistant Headteacher
Naveen Ahmed	Assistant Headteacher / Designated Safeguarding Lead
Rav Bansal	Deputy Headteacher
Sarah Butcher	Assistant Headteacher
Nazmul Islam	Business Manager

Name	Position Held
Mohammed Ahmad	Year 7 PAL
Alida Morrison	Year 7 DPAL
Jessica Ugolini	Year 8 PAL
Carol Stevens	Year 8 DPAL
Debbie Smith	Year 8 DPAL
Angela Louka	Year 9 PAL
Eva Doubravska	Year 9 DPAL
Annabelle Lebreton	Year 10 PAL
Jim Herbert	Year 10 DPAL
Sharon Dennis	Year 11 PAL
Tracy Hughes	Year 11 DPAL

Name	Position Held
Paula Milton	Receptionist

Name	Position held
Russell Fairs	Site supervisor

Paul Wilson	Site supervisor
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Appendix 2

Location of CCTV within the school grounds and surrounding areas

Camera Number	Camera reference	Floor	Camera Type	Facing
1,	Ground floor North	Ground	Hick Vision/static	Site office
2,	Ground floor North	Ground	Hick Vision/static	Exam office corridor
3,	Ground floor North	Ground	Hick Vision/static	Boys Toilet
4,	Ground floor North	Ground	Hick Vision/static	Girls Toilet
5,	Ground floor North	Ground	Hick Vision/static	Playground (Church road)
6,	Ground floor North	Ground	Hick Vision/static	Table tennis
7,	Ground floor North	Ground	Hick Vision/static	Playground rear
8,	Ground floor North	Ground	Hick Vision/static	Reception Entrance
9,	Ground floor North	Ground	Hick Vision/static	Staircase 1
10,	Ground floor North	Ground	Hick Vision/static	Deputy heads office 008
11,	Ground floor North	Ground	Hick Vision/static	Staircase 2
12,	Ground floor North	Ground	Hick Vision/static	Main hall foyer
13,	Ground floor North	Ground	Hick Vision/static	Exterior dinner ques
14,	Ground floor North	Ground	Hick Vision/static	Auditorium back exit (Exterior)
15,	Ground floor North	Ground	Hick Vision/static	Playground towards MUGA
16,	Ground floor North	Ground	Hick Vision/static	Bike Shelter (Exterior)
17,	Ground floor North	Ground	Hick Vision/static	Auditorium 4
18,	Ground floor North	Ground	Hick Vision/static	Auditorium 1
19,	Ground floor North	Ground	Hick Vision/static	Auditorium 2

20,	Ground floor North	Ground	Hick Vision/static	Auditorium 3
21,	Ground floor North	Ground	Hick Vision/static	Music practise corridor
22,	Ground floor North	Ground	Hick Vision/static	Room 011
23,	Ground floor North	Ground	Hick Vision/static	Outside room 011
24,	Ground floor North	Ground	Hick Vision/static	Room 009
25,	Ground floor North	Ground	Hick Vision/static	Room 007
26,	Ground floor North	Ground	Hick Vision/static	Outside room 006
27,	Ground floor North	Ground	Hick Vision/static	Room 003 - 1
28,	Ground floor North	Ground	Hick Vision/static	Room 003 – 2
29,	Ground floor North	Ground	Hick Vision/static	Room 004
30,	Ground floor South	Ground	Hick Vision/static	ASD corridor
31,	Ground floor South	Ground	Hick Vision/static	Serving hatch
32,	Ground floor South	Ground	Hick Vision/static	Outside Hygiene room
33,	Ground floor South	Ground	Hick Vision/static	Drama corridor
34,	Ground floor South	Ground	Hick Vision/static	Service yard gates
35,	Ground floor South	Ground	Hick Vision/static	ASD garden
36,	Ground floor South	Ground	Hick Vision/static	ASD rectory road elevation
37,	Ground floor South	Ground	Hick Vision/static	Outside room 033
38,	Ground floor South	Ground	Hick Vision/static	Staircase 3
39,	Ground floor South	Ground	Hick Vision/static	ASD reception
40,	Ground floor South	Ground	Hick Vision/static	Staircase 3 lobby
41,	Ground floor South	Ground	Hick Vision/static	Exterior serving hatch

42,	Ground floor South	Ground	Hick Vision/static	Service yard facing minibus
43,	Ground floor South	Ground	Hick Vision/static	Dining hall 5
44,	Ground floor South	Ground	Hick Vision/static	Dining hall 1
45,	Ground floor South	Ground	Hick Vision/static	Dining hall 2
46,	Ground floor South	Ground	Hick Vision/static	Dining hall 3
47,	Ground floor South	Ground	Hick Vision/static	Dining hall 4

48,	Ground floor South	Ground	Hick Vision/static	Outside room 041
49,	Ground floor South	Ground	Hick Vision/static	Staircase 3 landing
50,	First floor North	First floor	Hick Vision/static	Humanities workroom
51,	First floor North	First floor	Hick Vision/static	Outside SLT office (105)
52,	First floor North	First floor	Hick Vision/static	Pastoral office (118)
53,	First floor North	First floor	Hick Vision/static	Outside staffroom
54,	First floor North	First floor	Hick Vision/static	Staircase 2
55,	First floor North	First floor	Hick Vision/static	Boys toilet
56,	First floor North	First floor	Hick Vision/static	Staircase 1 second floor
57,	First floor North	First floor	Hick Vision/static	Art room 101 corridor
58,	First floor North	First floor	Hick Vision/static	Outside room 110
59,	First floor North	First floor	Hick Vision/static	Outside room 105
60,	First floor North	First floor	Hick Vision/static	Staircase 1
61,	First floor North	First floor	Hick Vision/static	Staircase 1 landing
62,	First floor South	First floor	Hick Vision/static	Girls toilet
63,	First floor South	First floor	Hick Vision/static	Media studies area

64,	First floor South	First floor	Hick Vision/static	Outside room 129
65,	First floor South	First floor	Hick Vision/static	ICT corridor
66,	First floor South	First floor	Hick Vision/static	Staircase 3
67,	First floor South	First floor	Hick Vision/static	Library front ent.
68,	First floor South	First floor	Hick Vision/static	Library back exit
69,	First floor South	First floor	Hick Vision/static	Outside room 124
70,	First floor South	First floor	Hick Vision/static	Room 125
71,	First floor South	First floor	Hick Vision/static	Outside room 125
72,	First floor South	First floor	Hick Vision/static	Room 126
73,	First floor South	First floor	Hick Vision/static	Outside room 131
74,	First floor South	First floor	Hick Vision/static	Outside room 131

75,	First floor South	First floor	Hick Vision/static	Room 127
76,	First floor South	First floor	Hick Vision/static	Room 130
77,	First floor South	First floor	Hick Vision/static	Room 134
78,	First floor South	First floor	Hick Vision/static	Room 136
79,	First floor South	First floor	Hick Vision/static	Staircase 3 facing first floor.
80,	Second floor North	Second floor	Hick Vision/static	Outside MFL workroom
81,	Second floor North	Second floor	Hick Vision/static	Staircase 2
82,	Second floor North	Second floor	Hick Vision/static	Pastoral office 219
83,	Second floor North	Second floor	Hick Vision/static	Boys toilet
84,	Second floor North	Second floor	Hick Vision/static	Outside room 201
85,	Second floor North	Second floor	Hick Vision/static	Outside room 207

86,	Second floor North	Second floor	Hick Vision/static	Staircase 1 2 nd floor landing
87,	Second floor North	Second floor	Hick Vision/static	Staircase 1 1 st floor
88,	Second floor North	Second floor	Hick Vision/static	Staircase 2 lobby
89,	Second floor North	Second floor	Hick Vision/static	Outside room 207
90,	Second floor North	Second floor	Hick Vision/static	Outside room 202
91,	Second floor North	Second floor	Hick Vision/static	Staircase 2 landing
92,	Second floor North	Second floor	Hick Vision/static	Outside room 210
93,	Second floor North	Second floor	Hick Vision/static	Staircase 1 landing
94,	Second floor South	Second floor	Hick Vision/static	English workroom
95,	Second floor South	Second floor	Hick Vision/static	Outside room 243
96,	Second floor South	Second floor	Hick Vision/static	Staircase 3 landing
97,	Second floor South	Second floor	Hick Vision/static	Girls toilet
98,	Second floor South	Second floor	Hick Vision/static	Maths corridor
99,	Second floor South	Second floor	Hick Vision/static	EAL office
100,	Second floor South	Second floor	Hick Vision/static	Outside room 223
101,	Second floor South	Second floor	Hick Vision/static	Outside room 229

102,	Second floor South	Second floor	Hick Vision/static	Staircase 2 landing
103,	Third floor North	Third floor	Hick Vision/static	Science prep room – facing 320
104,	Third floor North	Third floor	Hick Vision/static	Pastoral office 315
105,	Third floor North	Third floor	Hick Vision/static	Staircase 2 landing
106,	Third floor North	Third floor	Hick Vision/static	Boys toilet
107 ,	Third floor North	Third floor	Hick Vision/static	Staircase 1 landing

108,	Third floor North	Third floor	Hick Vision/static	Staircase 1 lobby
109,	Third floor North	Third floor	Hick Vision/static	Outside room 305
110,	Third floor North	Third floor	Hick Vision/static	Outside room 308
111,	Third floor North	Third floor	Hick Vision/static	Staircase 2 landing
112,	Third floor North	Third floor	Hick Vision/static	Staircase 2 lobby
113,	Third floor North	Third floor	Hick Vision/static	Science prep room/workroom
114,	Third floor North	Third floor	Hick Vision/static	Science corridor
115,	Third floor south	Third floor	Hick Vision/static	Facing room 319
116,	Third floor south	Third floor	Hick Vision/static	Outside maths workroom 324
117,	Third floor south	Third floor	Hick Vision/static	Outside room 320
118,	Third floor south	Third floor	Hick Vision/static	Staircase 3
119,	Third floor south	Third floor	Hick Vision/static	Staircase 3 lobby
120,	Third floor south	Third floor	Hick Vision/static	Maths corridor
121,	Third floor south	Third floor	Hick Vision/static	Girls toilet
122,	Third floor south	Third floor	Hick Vision/static	Outside disabled toilet
123,	Ground floor North	Third floor	Hick Vision/static	Staircase 1 exit
124 ,	Ground floor North	Third floor	Hick Vision/static	Staircase 2 exit
125,	External	External	Hick Vision/static	Exterior assembly lines
126,	External	External	Hick Vision/static	Staircase 2 exit (external)
127,	External	External	Hick Vision/static	Exterior dining area
128,	External	External	Hick Vision/static	Reception walkway
129,	External	External	Hick Vision/static	Staff gate P.E
130,	External	External	Hick Vision/static	Sports hall queuing lines

131,	External	External	Hick Vision/static	Car park Auto gates/staff entrance
132,	External	External	Hick Vision/static	Car park 2.
133,	External	External	Hick Vision/static	Car park 1.

Data Protection Support Officer

If you would like any further information regarding the CCTV policy, please contact our Data protection support officer: Krystal Kani-Boateng. Email: kkaniboateng.316@littleilford.org

Websites for more information

For further details of CCTV and your rights, visit the websites below:

Surveillance camera code of practice -

<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

Data protection code for surveillance cameras and personal information

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

Request CCTV footage - <https://www.gov.uk/request-cctv-footage-of-yourself>

The Data Protection Policy will be reviewed as it is deemed necessary, but no less frequently than every 2 years. This review will be done by the Head teacher or the
DPSO.