

CCTV & Electronic monitoring policy

LAST REVIEW NEXT	September 2021	REVIEW PERIOD	Annually
NEXT REVIEW DATE	September 2022	OWNER	Premises Manager

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'The academy seeks to ensure, as far as is reasonably practicable, the security and safety of all students, staff, visitors and contractors, whilst within or situated on school premises. To this end, CCTV cameras and recording devices are deployed within and around the grounds to assist in the prevention, investigation and detection of crime, the apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings), public, employee and student safety and for monitoring security of premises at The Ramsden Hall Academy.

We follow the CCTV code of practice from Essex County Council. This has been adopted from and implemented to ensure that the deployment and control of CCTV resources is proportionate and lawful under the terms of the Data Protection Act 1998 and the CCTV Codes of Practice.

The Academy's Mission Statement in the use of CCTV system – To provide a safe and secure environment in those areas covered by the CCTV System and for the benefit of all pupils, staff, visitors and contractors.

1. Introduction

This document details the operating procedures for the closed, circuit television (CCTV) systems installed at the Ramsden Hall Academy and Ramsden Lodge residential building in accordance with the requirements of the Data Protection Act 1998 (DPA), the General Data Protection Regulation (GDPR) 2018 and the Code of Practice (CCTV Code) issued by the Information Commissioner.

The CCTV systems at the Ramsden Hall Academy and Ramsden Lodge are registered as part of the entry on the Data Protection register.

2. System Description

There are eight separate CCTV systems installed covering:

- Outside areas around the school
- The classrooms in the new build
- Outside the old building
- Taxi drop off
- Visitors Car Park
- The quiet room
- The path along the back of the old building
- Outside the Ramsden Lodge residential building including audio monitoring
- Corridor / hallways inside the Ramsden Lodge residential building

3. Purpose of the System

The purpose of the CCTV provides a common framework for the management and operation of existing and/or future CCTV schemes within Ramsden Hall Academy and any buildings on its land. It aims to meet the requirements of legislation and regulations governing the use of CCTV.

It also sets out the minimum standards required for the operation of CCTV systems in use at the Ramsden Hall Academy and Ramsden Lodge to enable the monitoring of the security and safety of people and premises at the Ramsden Hall Academy and Ramsden Lodge in the prevention, investigation and detection of crime.

CCTV Systems will be used to view and record images in accordance with the objectives shown above. Images will be transmitted to a secure recording/viewing environment.

Images of individuals may only be used in connection with the purpose set out in the Code of Practice (CCTV Code) issued by the Information Commissioners Office.

<https://ico.org.uk/for-organisations/guide-to-data-protection-1998/encryption/scenarios/cctv/>

4. Operating Principles

To ensure compliance with DPA (available electronically on the Essex Schools Info Link), personal data, including images recorded on the CCTV systems, must at all times be processed in line with the following GDPR:

- Fairly and lawfully processed;
- Processed for limited purpose and not in any manner incompatible with the purpose of the system;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept for longer than is necessary (21 days on hard drive)
- Processed in accordance with the individual's rights;
- Secure;

The ability to view live and historical CCTV data controlled by the Ramsden Hall Academy is by authorised persons only. (An authorised person is defined as an employee or appointed person acting on behalf of the Ramsden Hall Academy who has an operational responsibility for either, the prevention, investigation and detection of crime and / or the monitoring of the security and safety of students, staff, visitors or contractors or property at the Ramsden Hall Academy) Except where a request has been granted for third party access to a certain specified recorded CCTV.

No images may be captured from areas in which individuals would have an expectation of privacy

5. Appropriate Signage

Signs must be placed so that members of the public are aware that they are entering an area which is covered by CCTV. Signs must:

- Be clearly visible and legible
- Be of a size appropriate to the circumstances
- Contain the following information:
 - The name of the Data Controller (i.e. the Ramsden Hall Academy & Ramsden Lodge)
 - The purpose(s) of the scheme
 - A contact telephone number for enquiries

CCTV at the Ramsden Hall Academy and Ramsden Lodge residential building Why?

- To keep students, staff and visitor's safe

How?

- Monitored 24 hours a day, 7 days per week, every day of the year
- Pictures (and audio in and around the new buildings) are recorded and held for at least 21 days
- After that they are destroyed unless needed for a specific purpose

Who?

- Only authorised members of staff have access to the CCTV data and is viewed in secure office /area.
- CCTV footage will only be shown to others in order to prevent crime or take action to keep pupils, staff, visitors and contractors safe. GDPR rules will be followed.

7. Disclaimer

Whilst every effort will be made to monitor CCTV Systems neither Ramsden Hall Academy nor Parallel Learning Trust will accept any liability in respect of any incident not observed or for any observed incident whether any response be made or not.

8. Additional information

Specifically, relevant to Ramsden Lodge Residential can be found: -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693446/Environments where children can flourish.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693446/Environments_where_children_can_flourish.pdf)

<https://www.legislation.gov.uk/ukpga/1998/42/contents>