



School CCTV Policy

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1. Policy Statement

Willow Bank School uses Close Circuit Television (“CCTV”) within the premises of Willow Bank School. The purpose of this policy is to set out the position of Willow Bank School to the management, operation, and use of the CCTV.

This policy applies to all members of our workforce, visitors to Willow Bank School premises and all other persons whose images may be captured by the CCTV system.

This policy takes account of all applicable legislation and guidance, including:

- General Data Protection Regulation (“GDPR”)
- [Data Protection Act 2018] (together the Data Protection Legislation)
- CCTV Code of Practice produced by the Information Commissioner
- Human Rights Act 1998
- The Freedom of Information Act 2000
- The Protection of Freedoms Act 2012
- The Regulation of Investigatory Powers Act 2000
- This policy sets out the position of Willow Bank School in relation to its use of CCTV.
- This policy operates in connection with the following School policies:
 - Data Protection Policy
 - Data Retention and Management Policy

2. Purpose of CCTV

Willow Bank School use CCTV for the following purposes:

- To provide a safe and secure environment for pupils, staff and visitors
- To prevent the loss of or damage to the Willow Bank School buildings and/or assets
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders
- To deter violent behaviour towards pupils, staff, and visitors
- The school may use surveillance data as part of disciplinary and grievance processes. This will be communicated to pupils and staff through the School Privacy Notices.

3. Description of system

The systems across the school vary in number of cameras and may contain fixed as well as pan, tilt and zoom (PTZ) cameras. The recorded images are stored digitally. Access to the recorded images is password protected and governed by this policy.

4. Siting of Cameras

All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils, and visitors.

Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. Willow Bank School will make all reasonable efforts to ensure that areas outside of Willow Bank School premises are not recorded. Signs will be erected to inform individuals that they are in an area in which CCTV is in operation.

Cameras will not be sited in areas where individual have a heightened expectation of privacy, such as changing rooms or toilets.

5. Privacy Impact Assessment

Prior to the installation of any CCTV camera, or system, a privacy impact assessment will be completed by Willow Bank School and/or the Local Authority to ensure that the proposed installation is compliant with legislation and ICO guidance.

Willow Bank School will adopt a privacy by design approach when installing new cameras and systems, considering the purpose of each camera to avoid recording and storing excessive amounts of personal data.

6. Management and Access

The CCTV system will be managed by the Headteacher, and any other person authorised by the Headteacher.

On a day-to-day basis the CCTV system will be operated by the Headteacher, and any other person authorised by the Headteacher.

The viewing of live CCTV images will be restricted to the Headteacher, and any other person authorised by the Headteacher. There must be genuine reason to view the images that is in line with this policy.

Recorded images which are stored by the CCTV system will be restricted to access by Headteachers and any other person authorised by the Headteacher.

No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.

The operation of the CCTV system is checked regularly by the Business Manager to ensure that it is operating effectively, and any faults rectified promptly.

The CCTV System will be accessed by designated contractors with enhanced DBS for maintenance purposes only.

7. Storage and Retention of Images

Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.

Recorded images are stored only for a period of up to 60 days unless there is a specific purpose for which they are retained for a longer period.

Willow Bank School will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images.

The measures in place include:

- CCTV recording systems being in restricted access areas.
- The CCTV system being encrypted/password protected
- Restriction of the ability to make copies to specified members of staff

Visual display monitors are not in sight of the public and are turned off when there is no requirement to view live images.

A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained, and monitored by Willow Bank school.

8. Disclosure of Images to Data Subjects

Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation and has a right to request access to those images.

Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the School's Subject Access Request Policy.

When such a request is made the Headteacher and any other person authorised by the Headteacher will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.

If the footage contains only the individual making the request, then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The Headteacher and any other person authorised by the Headteacher must take appropriate measures to ensure that the footage is restricted in this way.

If the footage contains images of other individuals, Willow Bank School must consider whether:

- The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals.
- The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
- If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

A record must be kept, and held securely, of all disclosures which sets out:

- When the request was made.
- The process followed by the Headteacher, and any other person authorised by the Headteacher in determining whether the images contained third parties.
- The considerations as to whether to allow access to those images.
- The individuals that were permitted to view the images and when; and
- Whether a copy of the images was provided, and if so to whom, when and in what format.

When a subject access request is made, unless an exemption applies (such as in relation to third party data that it would be unreasonable to disclose) then the requester is entitled to a copy in a permanent form. We have referred only to "access" as opposed to a "permanent copy" as Willow Bank School may consider it preferable in certain circumstances to seek to allow access to images by viewing in the first instance without providing copies of images. If an individual agrees to viewing the images only then a permanent copy does not need to be provided. However, if a permanent copy is requested then this should be provided unless to do so is not possible or would involve disproportionate effort.

9. Disclosure of Images to Third Parties

Willow Bank School will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.

CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.

If a request is received from a law enforcement agency for disclosure of CCTV images, the Headteacher and any other person authorised by the Headteacher must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third-party images.

The information above must be recorded in relation to any disclosure.

If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the Data Protection Officer (DPO) should be contacted in the first instance and appropriate legal advice may be required.

All images once the approval for release is granted by DPO will be supplied either on the password protected encrypted media or secure portals.

10. Review of Policy and CCTV System

This policy will be reviewed every two years.

The CCTV system and the privacy impact assessment relating to it will be reviewed bi-annually.

11. Misuse of CCTV systems

The misuse of CCTV system could constitute a criminal offence.

Any member of staff who breaches this policy may be subject to disciplinary action.

12. Complaints relating to this policy

Any complaints relating to this policy or to the CCTV system operated by Willow Bank School should be made in accordance with the Willow Bank School Complaints Policy.

Appendix 1 CCTV Privacy Impact Assessment

1. Who will be captured on CCTV?

Pupils, staff, parents / carers, volunteers, contractors, Governors, and other visitors including members of the public

2. What personal data will be processed?

Facial Images, video recordings and behaviour

3. What are the purposes for operating the CCTV system?

Set out the problem that Willow Bank School is seeking to address and why the CCTV is the best solution, and the matter cannot be addressed by way of less intrusive means.

- To provide a safe and secure environment for pupils, staff, and visitors*
- To prevent the loss of or damage to the Willow Bank School buildings and/or assets*
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders*
- To deter violent behaviour towards pupils, staff and visitors*
- The Trust may use surveillance data as part of disciplinary and grievance processes. This will be communicated to pupils and staff through the School Privacy Notices.*

4. What is the lawful basis for operating the CCTV system?

- General Data Protection Regulation (“GDPR”)*
- Data Protection Act 2018 (together the Data Protection Legislation)*
- CCTV Code of Practice produced by the Information Commissioner*
- Human Rights Act 1998*
- The Freedom of Information Act 2000 - The Protection of Freedoms Act 2012*
- The Regulation of Investigatory Powers Act 2000*

5. Who is/are the named person(s) responsible for the operation of the system?

The Headteacher and any other person authorised by the Headteacher

6. Describe the CCTV system, including:

- how this has been chosen to ensure that clear images are produced so that the images can be used for the purpose for which they are obtained.*
- siting of the cameras and why such locations were chosen.*
- how cameras have been sited to avoid capturing images which are not necessary for the purposes of the CCTV system.*
- where signs notifying individuals that CCTV is in operation are located and why those locations were chosen; and*
- whether the system enables third party data to be redacted, for example via blurring of details of third-party individuals.*

The digital video recording system is on a permanent loop recording with cameras sited in areas of concern regarding crime prevention and school day to day management and safeguarding.

Cameras are sited in such way to avoid capturing any unnecessary images that fall outside the purpose of the system.

There are signs posted around the school sites. Most systems have ability to block recording of the areas not covered by purpose of the system.

7. Set out the details of any sharing with third parties, including processors

All requests to view and obtain copies of the images will be handled by Willow Bank School's Data Protection Officer and/or the Headteacher.

8. Set out the retention period of any recordings, including why those periods have been chosen

Maximum 60 days with automatic deletion where possible. Manual deletion where automated process is not possible. There are legal exemptions to this rule.

9. Set out the security measures in place to ensure that recordings are captured and stored securely

All systems are password protected and in secure areas out of the view of the public.

10. What are the risks to the rights and freedoms of individuals who may be captured on the CCTV recordings?

- *The school has legal obligation under Safeguarding and Prevent regulations and guidance*
- *Only minimum data will be processed wherever possible*
- *There is very low risk of unlawful access to the systems*
- *There is a minimum potential data breach risk.*
- *The risks during any transfer of recordings or when disclosed to third parties such as the police are minimal. All images once the approval for release is granted by DPO will be supplied either on the password protected encrypted media or secure portals.*

11. What measures are in place to address the risks identified?

- *Password protected systems with access limited to as few people as possible.*
- *Data sharing and viewing governed by Willow bank School's CCTV and Data Protection Policies.*

12. Have parents and pupils where appropriate been consulted as to the use of the CCTV system?

Yes

13. When will this privacy impact assessment be reviewed?

- *When cameras are added or removed from the system*
- *When cameras are moved or change position*
- *When the whole or parts of the system is upgraded*
- *When a new system is installed*
- *Where a system that include biometric capabilities such as automatic facial recognition are in use*

Approval:

This assessment was approved by the Data Protection Officer:

DPO

Date