



# **Moorlands Primary School**

*High Expectations, High Achievements, Challenge and Enjoyment for All*

## Closed Circuit Television (CCTV) Policy

<b>Name of Policy Writer/Amendments</b>	<b>Date Written/Amended</b>	<b>Next Review Date</b>	<b>Approved by Governors</b>
Kirklees Council policy amended by David Charlesworth	November 2021	November 2023	November 21

- 1.1 Moorlands Primary School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, for safeguarding, disciplinary or complaints and to prevent the loss or damage to school property. The CCTV is not for surveillance use.
- 1.2 The system comprises of 16 fixed standard-definition cameras and 16 fixed high-definition cameras.
- 1.3 The high-definition system has sound recording capability
- 1.4 The CCTV system is owned and operated by the school and the deployment of which is determined by the school's leadership team.
- 1.5 The CCTV is monitored centrally from the Caretaker and ICT Technician's Room.
- 1.6 The CCTV is remotely monitored by First County Monitoring.
- 1.7 The school's CCTV Scheme is registered with the Information Commissioner under the terms of GDPR and the Data Protection Act 2018. The use of CCTV, and the associated images and any sound recordings, is covered under GDPR and the Data Protection Act 2018. This policy outlines the school's use of CCTV and how it complies with the Act.
- 1.8 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 and sound. Breaches of the code of practice by staff may lead to disciplinary action and possible criminal proceedings.

## **2. Statement of Intent**

- 2.1 The school complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.
- 2.2 CCTV warning signs will be clearly and prominently placed, including 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 (see appendix B). 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.
- 2.3 CCTV is included in the school's privacy notice on the school website to be transparent to parents and students about the collection of CCTV images.
- 2.4 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **3. Siting the Cameras**

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with GDPR and the Data Protection Act 2018.
- 3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.
- 3.3 CCTV will not be used in classrooms with the exception of the ICT Suite and other classrooms where there are a lot of high value items.
- 3.4 Members of staff have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

### **4. Covert Monitoring**

- 4.1 The school may in exceptional circumstances set up covert monitoring. For example:
  - i) Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
  - ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.2 In these circumstances authorisation must be obtained from a member of the senior management team.
- 4.3 Covert monitoring must cease following completion of an investigation.
- 4.4 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.

### **5. Storage and Retention of CCTV images**

- 5.1 Recorded data will not be retained for longer than is necessary and will usually be deleted automatically after 70 days (Standard-Definition) and 48 days (High-Definition) unless it is recognised that it is needed for the purpose of an investigation, in which case it is retained until completion of that investigation. 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.
- 5.2 All retained data will be stored securely. When the retention period has passed, the data will be automatically wiped.

## **6. Access to CCTV images**

- 6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available, unless authorised and documented by the Headteacher, stating the reason for the authorisation.

## **7. Subject Access Requests (SAR)**

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under GDPR and the Data Protection Act 2018.
- 7.2 All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. All requests and action to be recorded on form.
- 7.3 The school will respond to requests within 30 calendar days of receiving the written request.
- 7.4 All requests will be documented, including whom the request was from, the response received and date of response.
- 7.5 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

## **8. Access to and Disclosure of Images to Third Parties**

- 8.1 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).
- 8.2 Requests should be made in writing to the Headteacher/Governing Body.
- 8.3 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.
- 8.4 The data may also be used and shown to students and/or parents as appropriate, in relation to student disciplinary and/or suspension processes and parental complaints.

## **9. Complaints**

- 9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher/Governing Body in the first instance.

## **Further Information**

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2014 (published by the Information Commissioners Office)
- [www.ico.gov.uk](http://www.ico.gov.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- GDPR Data Protection Act 2018