



CCTV SYSTEM POLICY

Adopted by Governing Body

Signed David B. Hales Chair of Governors
October 17th 2018

Ysgol Penrhyn Dewi CCTV System Policy

1. Introduction

1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Ysgol Penrhyn Dewi, hereafter referred to as 'the school'.

1.2 The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from a Central Control Room and are only available to selected staff on the Administrative Network

1.3 This Code follows Data Protection Act guidelines.

1.4 The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.

1.5 The CCTV system is owned by the school.

2. Objectives of the CCTV scheme

- 2.1 (a) To protect the school occupants, buildings and their assets
- (b) To increase personal safety and reduce the fear of crime
- (c) To support the Police in a bid to deter and detect crime
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect members of the public and private property
- (f) To assist in managing the school

3. Statement of intent

3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

3.2 The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

3.3 Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school, together with its visitors.

3.4.1 Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

3.4.2 Unless in response to an immediate events, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the school's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Images/Media will only be released to the media for use in the investigation of a

specific crime and with the written authority of the police. Images/Media will never be released to the media for purposes of entertainment.

3.6 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.

3.7 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

4. Operation of the system

4.1 The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day running of the system will be carried out by the Business Manager during the day, out of hours and at weekends.

4.3 The Control Room will only be staffed by the Business Manager.

4.4 The CCTV system will be operated 24 hours each day, every day of the year.

5. Control Room

5.1 The Business Manager will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

5.2 Access to the CCTV Control Room will be strictly limited to the Business Manager.

5.3 Unless in response to an immediate event, staff in the CCTV Control Room must not direct cameras at an individual or a specific group of individuals.

5.4 Visitors and other contractors wishing to enter the Control Room will be subject to particular arrangement as outlined below.

5.5 Control Room Operators must satisfy themselves over the identity of any other visitors to the Control Room and the purpose of the visit. Where any doubt exists access will be refused. Details of all visits and visitors will be endorsed in the Control Room log book.

5.6 The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. Casual visits will not be permitted. Visitors must first obtain permission from the Business Manager and must be accompanied by him throughout the visit.

5.7 Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

5.8 If out of hours emergency maintenance arises, the Business Manager must be satisfied of the identity and purpose of contractors before allowing entry.

5.9 A visitors book will be maintained in the Control Room. Full details of visitors including time/data of entry and exit will be recorded.

5.10 Other administrative functions will include maintaining hard disc space, filing and maintaining occurrence and system maintenance logs.

5.11 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Liaison

6.1 Liaison meetings may be held with all bodies involved in the support of the system.

7. Monitoring procedures

7.1 Camera surveillance may be maintained at all times.

7.2 A monitor is installed in the Control Room to which pictures will be continuously recorded.

8. Image Storage procedures

8.1 In order to maintain and preserve the integrity of the image storage used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

(i) Each backup media must be identified by a unique mark.

(ii) A backup required for evidential purposes must be sealed, witnessed, signed, dated and stored in a separate, secure, evidence media store. If a backup is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed, dated and returned to the evidence backup media store.

(iii) If the backup media is archived the reference must be noted.

8.2 Backups may be viewed by the Police for the prevention and detection of crime, authorised officers of Pembrokeshire County Council for supervisory purposes, authorised demonstration and training.

8.3 A record will be maintained of the release of Media to the Police or other authorised applicants. A register will be available for this purpose.

8.4 Viewing of media by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

8.5 Should media be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (ii) of this Code. Media will only be released to the Police on the clear understanding that the media remains the property of the school, and both the media and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the media or any part of the information contained thereon. On occasions when a Court requires the release of an original media this will be produced from the secure evidence store, complete in its sealed bag.

8.6 The Police may require the school to retain the backups for possible use as evidence in the future. Such backups will be properly indexed and properly and securely stored until they are needed by the Police.

8.7 Applications received from outside bodies (e.g. solicitors) to view or release backups will be referred to the Headteacher. In these circumstances Medias will normally be released

where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order.

9. Breaches of the code (including breaches of security)

9.1 Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action.

9.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

10. Assessment of the scheme and code of practice

10.1 Performance monitoring, including random operating checks, may be carried out by the Business Manager.

11. Complaints

11.1.1 Any complaints about the school's CCTV system should be addressed to the Headteacher.

11.2 Complaints will be investigated in accordance with Section 9 of this Code.

12 Access by the Data Subject

12.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

12.2 Requests for Data Subject Access should be made on an application form available from the Headteacher.

The forms will also be available to the public.

13. Public information

Copies of this Code of Practice will be available to the public from the School Office and the Headteacher.

Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the school.
- The Control Room will not be manned out of school hours.
- The Control Room is not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.
- Recording Media will be used properly indexed, stored and destroyed after appropriate use.

- Backups may only be viewed by Authorised School Officers, Business Manager and the Police.
- Backups required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Backups will not be made available to the media for commercial or entertainment.
- Backups will be disposed of securely by incineration.
- Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher.