



# Lenham Primary School

*Take Pride; Be Proud*

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## CCTV Policy

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<b>Signed:</b>   Chair of Governors	

## 1. Policy Statement

Lenham Primary School (the School) uses Close Circuit Television (CCTV) or similar technologies within the premises of the School. The purpose of this policy is to set out the position of the School as to the management, operation and use of the CCTV at the School.

This policy applies to all members of staff, pupils, local committee members, contractors, visitors to Lenham Primary 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:

- The General Data Protection Regulation (“GDPR”)
- The Data Protection Act 2018
- CCTV Code of Practice produced by the Information Commissioner
- Human Rights Act 1998

This policy sets out the position of the School in relation to its use of CCTV.

## 2. Purposes of CCTV

CCTV has been installed by the school with the primary purpose of reducing the threat of crime generally, protecting our premises and helping to ensure the safety of all our staff, pupils and visits consistent respect for the individuals’ privacy.

- To provide a safe and secure environment for pupils, staff and visitors
- To deter those with criminal intent and protect the school buildings and/or assets
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders
- To assist in managing the school
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is or is threatened to be taken.

The system will not be used:

- To provide recorded images for the internet
- For any automated decision making

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

## 3. Description of System

Lenham Primary School uses fixed and moveable cameras on sites. Cameras are not equipped for sound recording.

## 4. Siting of Cameras

All CCTV cameras will be positioned 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. Lenham Primary School will make all reasonable efforts to ensure that areas outside of the School premises are not recorded.

Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.

Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets. The school office should hold the list detailing where all cameras are located.

## **5. Privacy Impact Assessment**

Prior to the installation of any new CCTV camera, or system, a privacy impact assessment was conducted by Lenham Primary School to ensure that the proposed installation is compliant with legislation and ICO guidance.

Lenham Primary 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 Site Manager, Head of IT, School Business Manager and Headteacher.

On a day to day basis the CCTV system will be operated by staff in the School with delegated authority as appropriate.

The viewing of live CCTV images will be restricted to members of staff in school offices with explicit powers to view images, for the reasons set out above.

Recorded images which are stored by the CCTV system will be restricted to access by members of staff in the School with explicit powers to view images, for the reasons set out above.

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 CCTV system is checked and logged half-termly by appropriate staff members in the School to ensure that it is operating effectively. CCTV footage will always be viewed by at least two members of authorised staff.

## **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 30 days unless there is a specific purpose for which they are retained for a longer period.

Lenham Primary 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

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 by the 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 an appropriate person of the School and at least one other person will review the CCTV footage for the relevant time periods, 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 only contains images of the individual

making the request or their child. The School will take appropriate measures to ensure that the footage is restricted in this way.

If the footage contains images of other individuals, then Lenham Primary School will 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 will be kept and held securely, of all disclosures which sets out:

- When the request was made;
- The process followed by the appropriate person 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.

## **9. Disclosure of Images to Third Parties**

Lenham Primary 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 appropriate person in the School 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 particular 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 should be contacted in the first instance and appropriate legal advice may be required.

## **10. Review of Policy and CCTV System**

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 the School should be made in accordance with Lenham Primary School Complaints Policy.

