



Closed-Circuit Television (CCTV) Policy

Statement of intent

At Swinford Church of England Primary School, we take our responsibility for the safety of pupils, staff, parents/carers and visitors very seriously. To that end, we have installed CCTV cameras in an attempt to deter potential perpetrators of criminal behaviour and to monitor any such instances around the perimeter of our building.

The purpose of this policy is to manage and regulate the use of the CCTV cameras at the school and ensure that:

- We comply with data protection legislation, including the 2018 General Data Protection Regulation (GDPR)
- The images that are captured are used only for monitoring criminal behaviour.
- We reassure those persons whose images are being captured that the images are being handled in accordance with data protection legislation.

This policy covers the use of CCTV cameras which capture moving images of people who could be identified for any of the following purposes:

- Observing what an individual is doing
- Acting to prevent a crime
- Using images of individuals that could affect their privacy

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to the following:

- The General Data Protection Regulations 2018 (GDPR)
- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- The Data Protection Act 1998
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

This policy has been created with regard to the following statutory and non-statutory guidance:

- Home Office (2013) 'The Surveillance Camera Code of Practice'
- Information Commissioner's Office (ICO) (2017) 'Overview of the General Data Protection Regulation (GDPR)'
- ICO (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'
- ICO (2017) 'In the picture: A data protection code of practice for surveillance cameras and personal information'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy (DLAT)
- Data Protection and Freedom of Information Policy and Guidance (DLAT)
- Behaviour Policy (Swinford Church of England Primary School)
- Images of Children (Leicestershire County Council Guidance)
- Security Policy (Swinford Church of England Primary School)

Definitions

For the purpose of this policy, a set of definitions will be outlined in accordance with the surveillance code of conduct:

- Surveillance: Monitoring the movements and behaviour of individuals; this can include video, audio or live footage. For the purpose of this policy, only video footage will be applicable.
- Overt surveillance: Any use of surveillance for which authority does not fall under the Regulation of Investigatory Powers Act 2000.
- Covert surveillance: Any use of surveillance which is intentionally not shared with the subjects it is recording. Subjects will not be informed of such surveillance.

Swinford Church of England Primary School does not condone the use of covert surveillance when monitoring the school's pupils, staff, parents/carers and visitors. Covert surveillance will only be operable in extreme circumstances. Any overt surveillance will be clearly signposted around the perimeter of the building.

Roles and responsibilities

The role of the Data Protection Officer (DPO) includes:

- Dealing with freedom of information requests and subject access requests (SAR) in line with legislation, including the Freedom of Information Act 2000.
- Ensuring that all data controllers at the school handle and process CCTV footage in accordance with data protection legislation.
- Ensuring that CCTV footage is obtained in line with legal requirements.
- Ensuring that CCTV footage is destroyed in line with legal requirements when it falls outside of its retention period.
- Keeping comprehensive and accurate records of all data processing activities, including CCTV footage, detailing the purpose of the activity and making these records public upon request.
- Informing data subjects of how their data captured in CCTV footage will be used by the school, their rights for the data to be destroyed and the measures implemented by the school to protect individuals' personal information.
- Preparing reports and management information on the school's level of risk related to data protection and processing performance.
- Reporting to the highest management level of the school.
- Abiding by confidentiality requirements in relation to the duties undertaken while in the role.

Swinford Church of England Primary School, as the corporate body, is the data controller. The Local Governing Body of Swinford Church of England Primary School therefore has overall responsibility for ensuring that records are maintained, including security and access arrangements in accordance with regulations.

The role of the data controller includes:

- Processing CCTV footage legally and fairly.
- Collecting CCTV footage for legitimate reasons and ensuring that it is used accordingly.
- Collecting CCTV footage that is relevant, adequate and not excessive in relation to the reason for its collection.
- Ensuring that any CCTV footage identifying an individual is not kept for longer than is necessary.

- Protecting footage containing personal data against accidental, unlawful destruction, alteration and disclosure – especially when processing over networks.

The role of the Co-Headteachers includes:

- Meeting with the DPO to decide where CCTV is needed to justify its means.
- Conferring with the DPO with regard to the lawful processing of the CCTV footage.
- Reviewing the CCTV Policy to ensure it is compliant with current legislation.
- Monitoring legislation to ensure the school is using surveillance fairly and lawfully.
- Communicating any changes to legislation with all members of staff.

Purpose and justification

The school will only use CCTV cameras for the safety and security of the school and our pupils, staff, parents/carers and visitors. The school will only conduct surveillance as a deterrent and under no circumstances will CCTV cameras be present inside the school building.

The data protection principles

Data collected from CCTV cameras will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Objectives

The CCTV system will be used to:

- Maintain a safe environment.
- Ensure the welfare of pupils, staff and visitors.
- Deter criminal acts against persons and property.
- Assist the police in identifying persons who have committed an offence.

CCTV cameras will record moving images in the following locations:

1. The entrance to the car park from the top of School Lane
2. Above the main entrance/reception door
3. The lower playground
4. The pathway leading from the playground to The Close

Data will be retained for a period of 28 days.

Protocols

Warning signs have been placed throughout the premises where the CCTV system is active. The CCTV system is a closed digital system and does not record audio. The system has been designed for maximum effectiveness and efficiency; however, the school cannot guarantee that every incident will be detected or covered and 'blind spots' may exist.

Security

Access to the CCTV system, software and data will be strictly limited to authorised operators and will be password protected.

The school's authorised CCTV system operators are:

- Edy O'Connor and Rachel Chamberlain - Co-Headteachers
- Sophie Wetton – Office Manager

The main control facility is kept secure and locked when not in use. The CCTV system will be tested annually to ensure it is being properly maintained at all times. Footage will be recorded on a continuous loop at each of the four locations described above. The CCTV system cannot be accessed on any devices or computers other than the control facility in the main office.

Privacy by design

The school will ensure that the installation of any CCTV or surveillance systems will always justify its means. If the use of CCTV or surveillance systems are too privacy intrusive, the school will seek alternative provision.

Code of practice

- The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.
- The school notifies all pupils, staff, parents/carers and visitors of the purpose for collecting surveillance data via signs in the school grounds where cameras are based.
- CCTV cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.
- All surveillance footage will be kept a period of 28 days for security purposes; the Co-Headteachers and Office Manager are responsible for keeping the records secure and allowing access.
- The school has a CCTV system for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of pupils, staff, parents/carers and visitors.
- The CCTV system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel only.
- The school will ensure that the CCTV system is used to create a safer environment for pupils, staff, parents/carers and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in data protection legislation.

The CCTV system will:

- Be designed to consider its effect on individuals and their privacy and personal data. Be transparent and include a contact point, the DPO, through which people can access information and submit complaints.
- Have clear responsibility and accountability procedures for images and information collected, held and used.
- Have defined policies and procedures in place which are communicated throughout the school.
- Only keep images and information for as long as required.
- Restrict access to retained images and information with clear rules on who can gain access.
- Consider all operational, technical and competency standards, relevant to the CCTV system and its purpose, and work to meet and maintain those standards in accordance with the law.
- Be subject to stringent security measures to safeguard against unauthorised access.
- Be regularly reviewed and audited to ensure that policies and standards are maintained.
- Only be used for the purposes for which it is intended, including supporting public safety, the protection of pupils, staff and volunteers, and law enforcement.
- Be accurate and well maintained to ensure information is up-to-date.

Access

Under the GDPR, individuals have the right to obtain confirmation that their personal information is being processed. All images belong to, and remain the property of, the school.

Individuals have the right to submit a Subject Access Request (SAR) form to gain access to their personal data in order to verify the lawfulness of the processing. The school will verify the identity of the person making the request before any information is supplied. A copy of the information will be supplied to the individual free of charge; however, the school may impose a 'reasonable fee' to comply with requests for further copies of the same information. Where an SAR has been made electronically, the information will be provided in a commonly used electronic format.

Requests by persons outside the school for viewing or copying images, or obtaining digital recordings, will be assessed by the Co-Headteachers, who will consult the DPO, on a case-by-case basis with close regard to data protection and freedom of information legislation. Where a request is manifestly unfounded, excessive or repetitive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the ICO and to a judicial remedy, within one month of the refusal.

All requests will be responded to without delay and at the latest, within one month of receipt. In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request. In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.

It is important that access to, and disclosure of, the images recorded by CCTV footage is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.

Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:

- The Police - where the images recorded would assist in a specific criminal inquiry
- Prosecution agencies – such as the Crown Prosecution Service (CPS)
- Relevant legal representatives – such as lawyers and barristers
- Persons who have been recorded and whose images have been retained where disclosure is required by virtue of data protection legislation

Requests for access or disclosure will be recorded and the Co-Headteachers will make the final decision as to whether recorded images may be released to persons other than the police.

Monitoring and review

This policy will be monitored and reviewed on a biennial basis, or in light of any changes to relevant legislation by the DPO and the Co-Headteachers.

The Co-Headteachers will be responsible for monitoring any changes to legislation that may affect this policy and make the appropriate changes accordingly.

The Co-Headteachers will communicate changes to this policy to all members of staff. The scheduled review date for this policy is September 2025.