

St Thomas More Catholic High School



CCTV POLICY

Policy Written:

April 2022

Adopted By Local Governing Committee

05/07/2022

St Thomas More Catholic High School Mission Statement

St. Thomas More Catholic High School is a Catholic school, and as such we strive to follow the example of Jesus Christ in our work, worship and relationships.

Our aims are:

- To be a community based on Christian values, notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals.
- To provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others.
- To give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- To encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity. To help children grow into confident, open, resourceful young people with a sense of responsibility and of service.

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 St Thomas More Catholic High School, 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 via access to secure servers and are only available to selected senior staff (authorised users) on the Administrative Network.

1.3 This policy follows Data Protection guidelines and the Information Commissioners Office CCTV code of practice.

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 The objectives of the school's CCTV system are:

- (a) To increase personal safety of students employees and visitors, and reduce the fear of crime
- (b) To protect the school buildings and their assets
- (c) To support the Police in a bid to deter and detect crime
- (d) To assist in identifying, apprehending and potentially prosecuting offenders
- (e) To help 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 and will seek to comply with the requirements of the Data Protection Act, GDPR 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 well being of the school, together with its visitors.

3.4 Static cameras are not to focus on private homes, gardens and other areas of private property.

3.5 Unless an immediate response to events is required, staff must not direct cameras at an individual or a specific group of individuals, without authorisation being obtained from the Headteacher or Deputy Headteacher.

3.6 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.

3.7 The planning and design has endeavoured to ensure that the CCTV 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.

3.8 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 Director of Finance and Support Services (DFSS), in accordance with the principles and objectives expressed in the code.
- 4.2 The day-to-day management will be the responsibility of the Deputy Headteacher, Senior Assistant Headteacher (Pastoral) and ICT Network Manager during the day and the Site Manager out of hours and at weekends.
- 4.3 The main CCTV system will be operated 24 hours each day, every day of the year.
- 4.4 Recordings are stored on hard drives for 30 days and are wiped at expiry or retained for investigatory purposes if required.

5. System functionality & Access

- 5.1 The ICT Network Manager will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional.
- 5.2 The DFSS, Headteacher or Deputy Headteacher will where cameras are located.
- 5.3 Access to the CCTV system will be strictly limited to members of the Senior Leadership Team, ICT Support and the Site Manager (Operators) within their designated area of work only.
- 5.4 Unless an immediate response to events is required, authorised staff must not direct cameras at an individual or a specific group of individuals.
- 5.5 The DFSS will liaise with the contractor regarding servicing and/or repairs and maintenance of the system. If out of hours emergency maintenance arises, the Operators must be satisfied of the identity and purpose of contractors before allowing entry.
- 5.6 The DFSS, Deputy Headteacher, or Senior Assistant Headteacher (Pastoral) will aid in meetings between interested parties where the provision of CCTV footage is required.
- 5.7 Access to the servers (physically or remotely) is limited to the Operators via unique accounts which are password protected. Server rooms are secured both during the working day and when not manned.
- 5.8 Other administrative functions will include maintaining recordings and hard disc space, filing and maintaining occurrence and system maintenance logs.

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 Footage of activity will be continuously recorded and held on the system memory for 30 days and then deleted unless there is a need to specifically save or extract particular elements of footage. Where this is the case the arrangements outlined below will be followed:
- 7.3 Footage extracted from the CCTV system for internal purposes will be held securely on the internal school network.
- 7.4 Footage extracted from the CCTV system for external purposes must be held securely on removable media (e.g. CD or memory stick) in order to maintain and preserve its integrity.
 - (a) The removable media must be identified by a unique reference.
 - (b) The removable media must be cleared of any previous recording.
 - (c) The ICT Manager shall register the date and time of the recording, including the unique reference.
- 7.5 Extracted footage required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, store.
- 7.6 Footage may be viewed by the Police for the prevention and detection of crime within the terms of the General Data Protection Regulations.

7.7 A record will be maintained of the release of any footage on removable media to the Police or other authorised applicants.

7.8 Should footage be required as evidence, a copy may be released to the Police under the procedures described in paragraph 7.4 of this Code. Footage will only be released to the Police on the clear understanding that this remains the property of the school, and both the removable 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 footage provided.

7.9 The Police may require the school to retain any stored footage for possible use as evidence in the future. Such saved footage will be properly indexed and securely stored as outlined above until the Police need them.

7.10 Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee can be charged in such circumstances, currently £10.

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

8.1 Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher or a senior member of staff, in order for them to take the appropriate disciplinary action.

8.2 Any serious breach of the Code of Practice will be immediately investigated to make recommendations on how to remedy the breach.

9. Assessment of the scheme and code of practice

9.1 The DFSS and ICT Network Manager may carry out performance monitoring, including random operating checks.

10. Complaints

10.1 Any complaints about the schools' CCTV system should be addressed to the Headteacher.

10.2 Complaints will be investigated in accordance with Section 8 of this Code.

11. Access by the Data Subject

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

11.2 Requests for Data Subject Access should be made through the Headteacher.

12. Public information

12.1 Copies of this Code of Practice will be available to the public from the school website.