

2019-2020		
CCTV Policy		

1. Introduction

Frederick Gent School operates a CCTV system.

The camera system comprises of a number of fixed and dome cameras located both internally and externally around the school site.

Footage from the cameras can only be accessed through a controlled computer located in the school's administration area after permission from a member of the school's Leadership Group. The school's procedures comply with GDPR 2018 guidance and is subject to annual review.

2. Objectives of the CCTV System

- Support the school's systems to maintain the safety and wellbeing of all people on site.
- Prevent damage to the school's property and buildings.
- To help with the orderly running of the school.
- To prevent crime.

3. Statement of Intent

The CCTV system is registered with the Information Commissioner under the terms of GDPR 2018 guidelines and will seek to comply with the requirements both of GDPR and the Commissioner's Code of Practice.

Frederick Gent School will treat the CCTV system and all information, documents and recordings obtained as data, which is protected by the act, in the strictest confidence.

CCTV cameras will be used to monitor activities within the school, external circulation space, car park and school grounds.

Private dwellings and property other than that in the periphery of a view that is centrally focused upon school site locations will be blanked out from any camera view. Images will only be released to the Police for use for the investigation of a specific crime and with the consent of the Headteacher or Deputy Headteacher.

No images will be released to anyone and will not be used for any other purpose than set out in Section 2 of this policy.

Signage stating the use of CCTV, as required by the Code of Practice of the Information Commissioner, has been placed at all access routes to areas covered by the school CCTV.

4. Operation of the system

The system will be managed by the Headteacher, in accordance with the principles and objectives expressed in this policy. The day to day management will be the responsibility of both the Headteacher and the Deputy Headteacher during the school day.

The CCTV system will be in operation 24 hours a day, every day of the year.

Only members of the Leadership Group can request access to view CCTV camera footage. CCTV footage is only accessible through a work-station situated in the administration offices. All CCTV footage will be viewed by two people at any one time and staff will be required to complete the CCTV log held in the Administration Office. The log should be dated and signed with details of which cameras were viewed and the reason.

5. System and Monitoring Procedure

Frederick Gent School will on a daily basis, check that all cameras are functional and the system is recording. The CCTV system is currently serviced by ASI Alarms. Contractors attending the school site to undertake service to the system, will be subject to the school's safeguarding procedures and accompanied at all times when viewing the CCTV footage.

Camera positions will only be re-positioned by ASI staff following a request from Leadership Group. A monitor is installed in the General Office and Administration Office and camera surveillance may be maintained at all times. No images from toilet areas are visible on either of these monitors.

The CCTV monitoring system is hosted within the school's server rooms in the main building and in the music/English area. Entrance to these areas re restricted to senior school leaders and the IT technician. Access for contractors to these areas is supervised at all times.

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6. Copying Procedures

Any images copied are to be handled and stored in accordance with the School's Data Protection Policy and GDPR 2018.

For copies of recorded footage, the controller shall register the date and time of recorded insert, including the reference. A recording required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure store. If the record 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 by the controller, dated and returned to secure storage. If the record is archived, the reference must be noted. Recording media may be viewed by designated operators and the Police for the prevention and detection of crime.

A record will be maintained of the release of records to the Police or other authorised applicants. Viewing of records by the Police must be recorded in writing in the log book. Requests by the Police can only be actioned under strict adherence to the Data Protection Act 2018/GDPR.

Requests by the Police can only be actioned under strict adherence to GDPR 2018. Should a record be required as evidence, a copy may be released to the Police under the procedures described in this policy. Records will only be released to the Police on the clear understanding that the record remains the property of the school, and both the record 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 on the record or any part of the information contained therein to any other person.

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

Applications received from outside bodies (eg: solicitors) to view or release records will be referred to the Headteacher.

7. Breaches of the code (including breaches in security)

Any breach of this policy by school staff will be investigated through the school's disciplinary procedures. Breaches by any other party must be reported immediately to the school's Leadership Group. All breaches of this policy will be referred to the school's DPO.

8. Assessment of the scheme and code of practice.

Performance monitoring, including random operating checks, may be carried out to ensure compliance.

9. Complaints

All complaints regarding the school's CCTV system should be in writing and addressed to the Headteacher or, where the complaint is about the Headteacher, to the Chair of Governors. Complaints will be processed using the school's Complaints Procedure.

10. Access by the Data Subject

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. Requests for Data Subject Access should be made in writing to Headteacher.

11. Public Information

Copies of this Policy will be available to the public from the school upon request or can be found on the school website www.fgs.derbyshire.sch.uk.

Date last reviewed:	Governors' minute number: FG
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