



# **CCTV Policy**

## **February 2023**

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ANNEX Definition of terms

### Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
  - Being an example of healing, compassion and support for the most vulnerable in our society

*Psalm 138: 7 (GNT)*

*When I am surrounded by troubles, you keep me safe.  
You oppose my angry enemies and save me by your power.*

### **Guidance Note for School Leaders/Site Managers:**

A key element in the assessment of lawful use of CCTV systems is the privacy impact assessment (PIA) conducted in relation to those systems setting out the justification for the system and its compliance with data protection legislation.

If the Trust/School has not conducted such an assessment then this must be conducted now, and this template policy amended to take account of the outcome of that assessment.

The Trust/School should do this with an open mind, including considering whether any existing cameras should be removed or the system modified in any way.

The completed impact assessment template (see page 9) should be forwarded to the Trust DPO for sign-off/approval.

- Highlighted sections of the policy should be completed as appropriate for each setting
- The Headteacher should designate named staff members to access / view the CCTV images
- The designated manager of the CCTV system should retain the log of access to viewed images (this log should be available as part of the GDPR annual audit)
- The designated manager of the CCTV system should retain the log of disclosures to third parties (this log should be available as part of the GDPR annual audit).

# CCTV POLICY

## 1 Policy Statement

- 1.1 St. Bernadette's Catholic Primary Voluntary Academy uses Close Circuit Television ("CCTV") 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.
- 1.2 This policy applies to all members of our Workforce, visitors to the school premises and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including:
  - 1.3.1 General Data Protection Regulation ("GDPR")
  - 1.3.2 *Data Protection Act 2018* (together the Data Protection Legislation)
  - 1.3.3 CCTV Code of Practice produced by the Information Commissioner
  - 1.3.4 Human Rights Act 1998.
- 1.4 This policy sets out the position of the school in relation to its use of CCTV.

## 2 Purpose of CCTV

- 2.1 The school uses CCTV for the following purposes:
  - 2.1.1 To provide a safe and secure environment for pupils, staff, and visitors
  - 2.1.2 To prevent the loss of or damage to the school buildings and/or assets and assist with any related financial claims/recovery
  - 2.1.3 To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

## 3 Description of system

- 3.1 There are 4 fixed position cameras in operation on site at St. Bernadette's Catholic Primary Voluntary Academy. All 4 cameras record visual images only, no sound is recorded. They are located as follows:
  - 3.1.1 Outside the academy and above the main academy entrance, looking out onto the front staff car park
  - 3.1.2 Inside the academy within the main academy entrance lobby, looking into the lobby

- 3.1.3 Outside the academy and above the fire doors between the Nurture Room and the Dance Studio looking out onto the playground
- 3.1.4 Outside the academy and above Class 7 looking out onto the rear staff car park and pedestrian walkway.

#### **4 Siting of Cameras**

- 4.1 All CCTV cameras will be sited 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.
- 4.2 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. The school will make all reasonable efforts to ensure that areas outside of the school premises are not recorded.
- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.
- 4.4 Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets. Cameras should not be sited in classrooms.

#### **5 Privacy Impact Assessment**

- 5.1 Prior to the installation of any CCTV camera, or system, a privacy impact assessment will be conducted by the school to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The school will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

#### **6 Management and Access**

- 6.1 The CCTV system will be managed by the Caretaker and deputised by the GDPR Leader.
- 6.2 On a day to day basis the CCTV system will run on a rolling auto recording of visual images operated by the Caretaker and supported by the Trust's IT Network and Support Manager.
- 6.3 The viewing of live CCTV images will be restricted to the Caretaker, the GDPR Leader, and the Trust's IT Network and Support Manager, and there must be clear justification for footage to be viewed.
- 6.4 Recorded images which are stored by the CCTV system will be restricted to access by the Caretaker, the GDPR Leader, and the Trust's IT Network and Support Manager, and again there must be clear justification for footage to be viewed.

- 6.5 **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.**
- 6.6 The CCTV system is checked WEEKLY by the Caretaker to ensure that it is operating effectively.

## **7 Storage and Retention of Images**

- 7.1 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.
- 7.2 Recorded images are stored only for a period of up to 14 days unless there is a specific purpose for which they are retained for a longer period.
- 7.3 The 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:
  - 7.3.1 CCTV recording systems being located in restricted access areas;
  - 7.3.2 The CCTV system being encrypted/password protected;
  - 7.3.3 Restriction of the ability to make copies to specified members of staff.
- 7.4 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 St. Bernadette's Catholic Primary Voluntary Academy.

*Unless the CCTV records a specific incident then it is unlikely to be justifiable to retain any recorded images for more than 14 days.*

## **8 Disclosure of Images to Data Subjects**

- 8.1 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.
- 8.2 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.
- 8.3 When such a request is made the Caretaker, the GDPR Leader, and the Trust's IT Network and Support Manager will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.
- 8.4 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 contains only images of the

individual making the request. The Caretaker, the GDPR Leader, and the Trust's IT Network and Support Manager must take appropriate measures to ensure that the footage is restricted in this way.

8.5 If the footage contains images of other individuals then the school must consider whether:

8.5.1 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;

8.5.2 The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or

8.5.3 If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request;

8.5.4 Consider providing stills from the CCTV with third parties having been redacted.

8.6 **A record must be kept, and held securely, of all disclosures which sets out:**

8.6.1 When the request was made;

8.6.2 The process followed by the Caretaker, the GDPR Leader, and the Trust's IT Network and Support Manager in determining whether the images contained third parties;

8.6.3 The considerations as to whether to allow access to those images;

8.6.4 The individuals that were permitted to view the images and when; and

8.6.5 Whether a copy of the images was provided, and if so to whom, when and in what format.

(please note that this CCTV disclosure log should be available to view at the annual GDPR Audit)

*Please note that when a subject access request is made then, unless an exemption applies (such as in relation to third party data that it would be unreasonable to disclose) then the requester is entitled to a copy in a permanent form. We have referred only to "access" as opposed to a "permanent copy" as the school may consider it preferable in certain circumstances to seek to allow access to images by viewing in the first instance without providing copies of images. If an individual agrees to viewing the images only then a permanent copy does not need to be provided. However, if a permanent copy is requested then this should be provided unless to do so is not possible or would involve disproportionate effort.*

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

- 9.1 The school will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.
- 9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- 9.3 If a request is received from a law enforcement agency for disclosure of CCTV images then the Caretaker, the GDPR Leader, and the Trust's IT Network and Support Manager 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.
- 9.4 The information above must be recorded in relation to any disclosure - this record should be available to view in during the annual GDPR Audit.
- 9.5 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**

- 10.1 This policy will be reviewed every 2 years.
- 10.2 The CCTV system and the privacy impact assessment relating to it will be reviewed every 2 years.

*The privacy impact assessment (PIA) relating to the system should be reviewed regularly to ensure that the use of any CCTV system continues to be justified and is compliant with legal requirements. The school should ensure that it has procedures in place to ensure that the CCTV system is regularly reviewed.*

## **11 Misuse of CCTV systems**

- 11.1 The misuse of CCTV system could constitute a criminal offence.
- 11.2 Any member of staff who breaches this policy may be subject to disciplinary action.

## **12 Complaints relating to this policy**

- 12.1 Any complaints relating to this policy or to the CCTV system operated by the school should be made in accordance with the School Complaints Policy.



Date Reviewed	February 2023
Next Review Date	February 2025
Reviewer	Trust Audit & Risk Committee / OLoL Trust Exec Board / School
Author	Browne Jacobson template – edited by Tamer Robson & Will Ottewell & OLoL Schools

## CCTV PRIVACY IMPACT ASSESSMENT TEMPLATE

1 Who will be captured on CCTV?

Pupils, staff, parents / carers, volunteers, Governors, and other visitors including members of the public, etc.

2 What personal data will be processed?

Facial Images, behaviour, etc.

3 What are the purposes for operating the CCTV system? Set out the problem that the school is seeking to address and why the CCTV is the best solution and the matter cannot be addressed by way of less intrusive means.

Prevention or detection of crime etc. CCTV can monitor at all hours.

4 What is the lawful basis for operating the CCTV system?

Legal Obligation, legitimate interests of the organisation to maintain health and safety and to prevent and investigate crime.

5 Who is/are the named person(s) responsible for the operation of the system?

The CCTV system will be operated by the Caretaker and supported by the Trust's IT Network and Support Manager.

6 Describe the CCTV system, including:

- a. how this has been chosen to ensure that clear images are produced so that the images can be used for the purpose for which they are obtained;
- b. siting of the cameras and why such locations were chosen;
- c. how cameras have been sited to avoid capturing images which are not necessary for the purposes of the CCTV system;
- d. where signs notifying individuals that CCTV is in operation are located and why those locations were chosen; and
- e. whether the system enables third party data to be redacted, for example via blurring of details of third-party individuals.

The CCTV system was installed prior to the current Headship of Mr. Mark Strong commencing September 2015.

Cameras are sited in the following locations:

- Outside the academy and above the main academy entrance looking out onto the front staff car park
- Inside the academy within the main academy entrance lobby, looking into the lobby
- Outside the academy and above the fire doors between the Nurture Room and the Dance Studio looking out onto the Playground
- Outside the academy and above Class 7 looking out onto the rear staff car park and pedestrian walkway.

The above locations were chosen for the following reasons:

- To provide a safe and secure environment for pupils, staff, and visitors
- To prevent the loss of or damage to the school buildings and/or assets and assist with any related financial claims/recovery
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

CCTV cameras are set back away from public streets and are only capturing images on the St. Bernadette's Catholic Primary Voluntary Academy site. A CCTV in operation sign is displayed on the driveway entrance for all visitors to see on entering the school premises.

Third party data captured can be redacted by OLOL CMAT IT.

7 Set out the details of any sharing with third parties, including processors

Visual images captured on the CCTV system automatically record on a rolling basis and are stored locally on a hard drive. Images are automatically deleted within 14 days.

**1 Disclosure of Images to Third Parties**

- 1.1 The school will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.
- 1.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.

1.3	If a request is received from a law enforcement agency for disclosure of CCTV images then the Caretaker, the GDPR Leader, and the Trust's IT Network and Support Manager 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.
1.4	The information above must be recorded in relation to any disclosure - this record should be available to view during the annual GDPR Audit.
1.5	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.

8 Set out the retention period of any recordings, including why those periods have been chosen

14 days recording and automatically deleting after the retention period. This allows adequate time for the school to be contacted following any notable incident, whilst ensuring that recorded images are not held on the system for any longer than is necessary.

9 Set out the security measures in place to ensure that recordings are captured and stored securely

Access to the CCTV is by nominated personnel only and by password entry. Any images stored on the network are held in a restrictive folder. The CCTV system is sited in a secure office.

10 What are the risks to the rights and freedoms of individuals who may be captured on the CCTV recordings?

- Fair processing to record in the way proposed, as reasons above
- The amount of data processed is minimised by the 14-day auto deletion

- To minimise the risk of the system being accessed unlawfully, only nominated personnel have access to the CCTV system and it is password enabled
- The CCTV monitor screens are located in a secure office to reduce the potential data breach risk of the monitor screens being viewed by onlookers
- To reduce the risks of loss during any transfer of recordings, or when disclosed to third parties such as the police, data is put on an encrypted USB stick to transfer to the third party.

11 What measures are in place to address the risks identified?

Nominated personnel only are permitted to access the CCTV system and access is gained via password protection. An encrypted USB stick is used to transfer data to any third party.

12 Have parents and pupils where appropriate been consulted as to the use of the CCTV system? If so, what views were expressed and how have these been accounted for?

At the time of first installation.

13 When will this privacy impact assessment be reviewed?

February 2025 in line with scheduled CCTV Policy Review.

**Approval:**

This assessment was approved by the Data Protection Officer:

DPO .....

Headteacher .....

Date .....

Date .....

