

# CCTV POLICY



THE  
SULLIVAN  
CENTRE

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Claire Godaie	Governors	Sept 22	1.1	Annually
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# CCTV policy

## 1. Introduction

1.1 The Sullivan Centre uses closed circuit television (CCTV) images to reduce crime and monitor the academy buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to academy property.

1.2 The system comprises of a number of fixed and dome cameras

1.3 The system does record images which are kept for 28 days after this time the images are recorded over. The CCTV equipment does not have sound recording capability.

1.4 The CCTV system is owned and operated by the academy and the deployment of which is determined by the academy's leadership team.

1.5 Office staff have a screen which they can monitor which shows 4 main entrance cameras in addition to the Executive Head's office.

1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the Trust.

1.7 The academy's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines the academy's use of CCTV and how it complies with the Act.

1.8 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators know what is expected in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

## 2. Statement of Intent

2.1 The academy complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

2.2 CCTV warning signs will be clearly and prominently placed at all external entrances to the academy, including gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix B). In areas where CCTV is used, the academy will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

2.3 The planning and design has endeavoured to ensure that the 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. Siting the Cameras**

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The Academy will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

3.2 The Sullivan Centre will make every effort to position cameras so that their coverage is restricted to the academy premises, which may include outdoor areas.

3.3 CCTV is on in classrooms to safeguard staff and pupils.

3.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

### **4. Covert Monitoring**

4.1 The Sullivan Centre may in exceptional circumstances set up covert monitoring. For example:

- i) Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

4.2 In these circumstances authorisation must be obtained from a member of the senior management team.

4.3 Covert monitoring must cease following completion of an investigation.

4.4 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.

### **5. Storage and Retention of CCTV images**

5.1 Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

5.2 All retained data will be stored securely.

5.3 Only relevant staff member will view the footage.

### **6. Access to CCTV images**

6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

### **7. Subject Access Requests (SAR)**

7.1 Individuals have the right to request access to CCTV footage relating to themselves only under the Data Protection Act. The Academy must view the footage first for safeguarding

reasons. For safeguarding reasons if other individuals are shown, the footage will only be given to the Police or other service providers such as solicitors.

7.2 All requests should be made in writing to the Executive Headteacher, Miss C Goodaire. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

7.3 The Sullivan Centre will respond to requests within 40 calendar days of receiving the written request and fee.

7.4 A fee of £10 will be charged per request.

7.5 The Sullivan Centre reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

## **8. Access to and Disclosure of Images to Third Parties**

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the academy where these would reasonably need access to the data via an official letter (e.g. investigators or solicitors).

8.2 Requests should be made in writing to the Executive Headteacher/Governing Body.

8.3 The data may be used within the academy's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

## **9. Complaints**

9.1 Complaints and enquiries about the operation of CCTV within The Sullivan Centre should be directed to the Executive Headteacher in the first instance.

### **Further Information**

Further information on CCTV and its use is available from the following:

CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioner's Office)

[www.ico.gov.uk](http://www.ico.gov.uk)

Regulation of Investigatory Powers Act (RIPA) 2000

Data Protection Act 1998