MERSEY PARK PRIMARY SCHOOL

CCTV Policy

Introduction
The policy has been drawn up and agreed by the Governing Body, it governs the activity of those involved in the operation and installation of the school's CCTV system. The Policy will follow the guidelines published by the Home Office and the Information Commissioners Office(ICO) 2008 on the use of CCTV in public places.

The System
Camera positions have been carefully located, to ensure they are appropriate and effective whilst minimizing any collateral intrusion.

Maintenance
An annual contract ensures the maintenance of the cameras & recording devices.

Camera images will be recorded and displayed on a CCTV monitor in the school office. The images can be accessed on the Headteacher's and Business manager's desktop computers. The recording media is a DVR recorder – the images are stored on the hard drive, which is automatically overwritten after approximately 6 weeks.

Purpose of CCTV
The system is intended to provide and promote a safe secure environment for pupils and for those who work or use the facilities of the school; and to protect the school buildings and resources. It is hoped that it will also reduce the fear of crime and anti-social behaviour with the location. The system is intended to view and monitor activity in the school only including playgrounds, corridors and access points.

It will be used for the purpose of:

- Preventing and deterring crime and anti-social behaviour
- Pupil, staff and public safety

It will achieve this by:

- Providing evidential quality images of criminal incidents and suspects
- Assisting in the investigation of inappropriate behaviour which may be used by the Governors Disciplinary Panel

Data Protection
The system shall be used in accordance to all relevant laws and guidelines, including the Data Protection Act 1998, The Human Rights Act 1998 and if appropriate Regulation of Investigatory Powers Act 2000.

Signage
Signs are displayed at entrance points and within the area covered by the system to inform staff, students and the public.

Management of the system
The overall management of the system is the responsibility of the Governing Body of the school, who have appointed the Headteacher for the function of Data Controller.

Management and operation of control equipment
The system will be managed in accordance with all relevant legislation.

Access and Security
The day to day management and security of the control equipment and data is the responsibility of the Business Manager who will follow the data protection guidelines with regard to access to the images.

Incident reporting
An incident log/book will be stored in a lockable place, and maintained by the Business Manager so details of any incidents relating to the use of the system are logged.

Incident response
During monitoring, if criminal or suspicious activity of a serious nature is observed then the school should immediately inform the police. Once an incident is reported to the police it will be dealt with in accordance with police procedure. All other incidents will be logged and dealt with appropriately. Only authorised staff will have access to the system and the down loaded images. Downloads will be undertaken by the third party contractor only if the incident is of a serious or criminal nature.

- Viewing or copying will be carried out only if it would assist the school in supporting procedures for which the Headteacher is responsible or to address one of the issues stated in the 'purpose of CCTV'
- Recorded images are not to be taken away from school premises unless required by the police to support an investigation.
- A record of viewing and copying must be noted in the register

The register of incidents and reviews
The register will include the following:

- When searching or reviewing an incident the purpose of doing so should be recorded. Also note if the search was successful or not.
- Who carried out search and/ or copied an event
- Persons present (particularly when reviewing)
- Date, start and end time of the incident
- Date and time of the review/copy

- Details of the officer or authorised agent, collecting the copied media and their contact details
- Date of collection along with a signature and name in block capitals, including agency
- On occasion where the request relates to an ongoing incident or investigation any appropriate reference number should be included

Access to recorded information
The Data Protection Act provides Data subjects (individuals to whom 'personal data relates') with a right to have access to CCTV images relating to them. People can request to view their footage by making a Subject Access Request in writing to the school. Where Subject Access Requests are made on behalf of a data subject, a written signed consent will be required from the subject before the access to the footage is provided. Where multiple people have been recorded the Headteacher will view the footage and report to the interested party.

Applications received from outside bodies (eg. solicitors or courts) to view or release recorded data will be referred to the Headteacher. In these circumstances recordings will only be released where satisfactory documentation is produced to support the request.

A fee will be charged for the provision of stored data, £10 for subject access requests and a sum not exceeding the cost of materials in other cases.

Staff training
The Headteacher will ensure that all appropriate staff are trained on the use of the equipment and are familiar with their data protection responsibilities as detailed in the ICO's CCTV code of practice.

Complaints
Any complaints about the schools CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with this Policy.

Breaches of the Policy
- Misuse of recorded imagery or the system will be a disciplinary offence
- Any breach of the policy by school staff will be individually investigated by the Headteacher, and appropriate disciplinary actions taken
- Disciplinary action can also include prosecution under the data protection act and criminal proceedings