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|-----------------------------------|----------------|----------------------------|----------------|
| <u>POLICY:</u> | CCTV | | |
| <u>PERSON RESPONSIBLE:</u> | I Brierly | <u>MONITORING:</u> | Governors |
| <u>DATE:</u> | September 2018 | <u>REVIEW DATE:</u> | September 2020 |

Adopted by the Governing Board on 19th September 2018.

Introduction

The governors and staff of Paget High School are committed to the safety and welfare of all students, staff and visitors. This extends to ensuring that privacy and dignity of individuals is not compromised. The governors recognise that use of CCTV can be privacy intrusive, as it is capable of putting a lot of law-abiding people under surveillance and recording their movements as they go about their day to day activities. This policy sets out the purposes of the system and the safeguards that are in place to ensure that the operation and administration of the system is effective.

The use of CCTV systems generates data that must be notified to the Information Commissioner's Office (ICO). Additionally, use of CCTV is covered by statutory legislation, including the Data Protection Act 1998, the Human Rights Act 1998 and, on occasion, the Regulation of Investigatory Powers Act 2000.

A CCTV system was installed at Paget High School in 2013 and was subsequently extended to include other parts of the building in 2014 and 2017. The original installation was one of a number of measures in response to instances of an intruder entering the school.

Purpose of the System

Paget High School is registered as a data controller with the ICO and under that registration declares that it records and holds data for (amongst other things) "Education Support and Ancillary purposes" including administration of welfare and pastoral services. The capture and use of CCTV images is undertaken for this purpose.

In particular, the system is utilised to:

- monitor behaviour in communal areas of the school;
- detect the presence of persons in areas of the school buildings and grounds;
- recognise students for the purposes of behaviour management; and
- determine that persons are not known to us for the purpose of safeguarding and security.

The Paget High School CCTV system is not used to record high quality images for use in legal proceedings to prove someone's identity beyond reasonable doubt.

Viewing of Images

Initial viewing of live and recorded images of CCTV is restricted to the Site Supervisor, Business Manager and the Assistant Head – Data (as data controlling officer).

Recorded images will be reviewed in a restricted area.

Storage and Retention of Images

Captured images are recorded and stored on dedicated hard disks. The hard drives are stored in a secure ground floor store room with restricted access.

The storage system re uses disc space such that recordings are overwritten after a number of days. In the main school, images are stored for around 14 days before being overwritten depending on the disk space and activation of recording.

This time period is appropriate in support of the behaviour management objectives, in that it allows sufficient time for incident investigations to be concluded.

The system will allow data to be stored for possible future viewing. In the instances where this is done for a particular incident, a written record will be kept detailing:

- date, time and length of original recording;
- locations covered; and
- groups or individuals recorded.

Any such files will be stored securely so as to prevent unauthorised access.

Requests for CCTV images

Under the Freedom of Information footage from CCTV cameras may be shared after a request; however if the school deem the footage to contravene our Safeguarding Policy the request will be denied.

Requests for any personal information (including CCTV image data) from the Police to help with their investigations should be submitted on a section 29 form. "Section 29" covers provision of information required for prevention or detection of a crime. The Police are familiar with this procedure and should be aware that the form needs to be produced before any information is provided.

Reviewing the System

The purpose and effectiveness of the CCTV system will be reviewed at least every 2 years and any changes in purpose or system operation will be notified to the Information Commissioners Office (ICO).

Enquiries and Complaints

Any enquiries or complaints regarding the use of CCTV at Paget High School should be addressed to the Headteacher.

Appendix 1 - Disclosure Request

| CCTV Playback Request Form | | | |
|--|---------------|-------------------------------------|--|
| Name: | | Address: | |
| Job Title <i>(for internal use)</i> | | Tel No: | |
| | | Email: | |
| Location of area to view: | | Date & Time of incident: | |
| Reason for request: | | | |
| | | | |
| | | | |
| Signed: | | Date: | |
| Approved: | Yes/No | Approved by: | |
| Reason: | | | |
| Signed: | | Date: | |
| Please submit this document to the Business Manager | | | |
| Date received: | | Date disclosure took place: | |
| Requestor present: | Yes/No | | |
| Signed: | | Date: | |
| Copy Made: | Yes/No | | |