



# **FERNDOWN UPPER SCHOOL**

## **CCTV CODE OF PRACTICE POLICY**

Policy first adopted: Jun 2006

To be reviewed 3-yearly

Reviewed: January 2010

Reviewed: April 2012

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Reviewed:

## **CCTV CODE OF PRACTICE**

### **1. Background**

The School Governors are the people who are legally responsible for the CCTV scheme.

The Headteacher is responsible for ensuring the day to day compliance with the requirements of the Code of Practice.

CCTV is installed internally and externally – please see SBM / Facilities Manager for site plan

The purpose of the CCTV is for the prevention or detection of crime and safety of staff, students and visitors.

The use of the CCTV is registered under Dorset County Council's Data Protection Notification (Registration No Z5874509) for the purposes of the prevention and detection of crime

### **2. Siting of the Equipment**

The equipment is sited so that it only monitors those spaces that are intended to be covered by the equipment, operators will not adjust or manipulate cameras to overlook spaces which are not intended to be covered by the scheme.

CCTV operators will ensure that all measures are taken to ensure that any possible effects on personal privacy are kept to the absolute minimum whilst allowing the efficient and effective use of CCTV for the purposes of the prevention or detection of crime and safety of staff and public.

Signs have been placed in the following areas to ensure the public is aware that they are entering a zone covered by CCTV; please see site plan.

### **3. Quality of the Images**

The CCTV records visual images only.

The images are captured and held on digital hard disk.

The recording medium is changed every 7 days.

The recording medium is replaced periodically to ensure the quality of the images is as clear as possible.

The cameras and equipment are properly maintained and serviced at regular intervals to ensure that the quality of images is preserved.

A maintenance log is kept with Facilities Manager.

If the CCTV or recording equipment is damaged, the Facilities Manager is responsible for contacting the maintenance company to ensure this is fixed.

### **4. Processing of Images**

Unless they are required for evidence, images are only retained for 28 days after which time they are erased.

The monitors are located (please see site plan) and access is restricted to authorised personnel only. The images will not be removed from this location at any times unless for evidential purposes. The recording medium will then be sealed and given a unique number.

If the images are required for evidential purposes they will be retained by the Facilities Manager or Headteacher until released to the appropriate authority or until no longer required as evidence, at which time they will be erased.

The Facilities Manager is responsible for ensuring the following is documented:

- The date the images were removed
- The reason the images were removed
- Incident Crime Number and the Name, number, station and signature of the collecting
- Police Officer or equivalent details as appropriate
- The unique number given to the sealed medium

All staff are aware of their responsibilities under this Code of Practice

## **5. Access to the Disclosure of images to third parties**

Access to images is restricted to the Headteacher, Facilities Manager and SBM.

Where the CCTV system is used only for the prevention and detection of crime, then the School will only provide access to images requested by the following:

- Individuals whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings).
- Police where the images recorded would assist a specific criminal enquiry.
- Prosecution agencies.
- Relevant legal representatives.
- The media, through the police, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account.
- Community safety/anti-social behaviour agencies

The Facilities Manager and the Headteacher are responsible for deciding whether to allow requests for access to the images by third parties, this will only be done in very limited circumstances.

The Facilities Manager will document all requests for access to the medium on which images are recorded. If access or disclosure is denied the reason will be documented.

If access is permitted the date and time at which access was allowed and the person who was allowed access and what they will have access to will be documented.

N.B. Please refer to the **Data Protection Policy** for more information.

## **6. Access by Data Subjects**

The Headteacher will co-ordinate all requests for access to recorded images by a Data Subject (a sample subject access request form is at Appendix A)

The Data Subject will be asked to provide a Subject Access Request in writing which included the following:

- Sufficient details to locate and retrieve the images requested i.e. date / time / location / description of clothing etc. As the individual will probably be unknown a photograph of the individual can be requested.
- Proof of identity.
- The requisite fee.

The maximum fee that can be charged to carry out the searches for images is £10.

A response to a request will need to be provided promptly and in any event within 40 days of receiving the required fee and information.

The Headteacher will determine whether images of third parties can be disclosed. If they cannot be disclosed then the images will be disguised or blurred.

N.B. Please refer to the **Data Protection Policy** for more information.

## **7. Monitoring compliance with this Code of Practice**

The Facilities Manager and the SBM will undertake a review periodically to ensure the provisions of this Code are being complied with.

The Facilities Manager and the SBM are responsible for ensuring that all staff involved in operating the CCTV system are aware of the following:

- Of the requirements of this guide on the use of CCTV systems
- That they are dealing with personal information covered by the Data Protection Act 1998 and that individuals have rights under the Act in relation to CCTV systems
- How to handle requests for access to CCTV images

N.B. Please refer to the **Data Protection Policy** for more information.