

CWMBRAN HIGH SCHOOL



Data Protection Policy

CCTV Policy: November 2023

NEXT REVIEW: November 2024

Approved by IEB: 23 November 2023

CCTV POLICY

1. Introduction

Cwmbran High School is fully committed to operating a safe environment, it therefore has in place a closed-circuit television ("CCTV") system to assist in providing a safe and secure environment for students, staff and visitors, as well as protect school property.

CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR).

The school will have due regard to the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012 and the Human Rights Act 1998.

The system comprises a number of fixed and moving cameras located both internally and externally around the school site. All cameras maybe monitored and are only available for use by approved members of staff:

Staff	Access
Matthew Sims	Full Access (View, Playback, Record, Change Settings)
Tom Herbert	Full Access (View, Playback, Record, Change Settings)
John Powell	View/Playback/Record
Ben Sillince	View/Playback
Tracy Bower	View/Playback
Ruth Lawrence	View/Playback
Ria Morrell	View/Playback
Sally Hayes	View/Playback
Kath Alying	View/Playback

The CCTV system is owned by the school and will be subject to review on an annual basis.

The purpose of this policy is to regulate the management, operation and use of the CCTV system at the school.

2. Purpose of CCTV

The School has installed a CCTV system to:

- To increase the personal safety of staff and students and reduce the fear of physical abuse, intimidation and / or crime
- Protect school buildings and its assets to ensure they are kept free from intrusion, vandalism, damage or disruption
- To support the police in a bid to deter and detect crime
- Assist in prevention and detection of crime or anti-social behaviour
- Assist with the identification, apprehension and prosecution of offenders
- Assist with the identification of actions/activities that might result in disciplinary proceedings against staff and students
- Monitor security of buildings

The system will be provided and operated in a way that is consistent with an individual's right to privacy.

3. **Covert Recording**

Prior to authorisation the requesting applicant must have demonstrated and documented that all reasonable procedures and practices were put in place to prevent suspected illegal or unauthorised activity from taking place.

Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected illegal, inappropriate or unauthorised activity.

The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom. The school may require legal advice in approving and assessing the need for covert recording in all instances:

- That informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording.
- That there is reasonable cause to suspect that illegal activity is taking place or is about to take place or the inappropriate or unauthorised activity is taking place; that may seriously or substantially affect the operation or reputation of the school.

Unless required for evidential purposes or the investigation of crime or otherwise required by law, covertly recorded images will be retained for no longer than **31 days from** the date of recording. A record of data destruction will be made in confirmation on the authorised request to make covert recordings.

The CCTV system will not be used to:

- Provide images to the world wide web
- Record sound
- Disclose to the media

4. **Operation**

The CCTV surveillance system is owned by the school.

The Site Manager is responsible for the day-to-day operation of the system and ensuring compliance with this policy overseen by the Systems and Operations Manager.

The school is registered with the Information Commissioners Office (ICO) under the terms of the Data Protection Act 2018 and will seek to comply with the requirements of the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR).

Cameras will be used to monitor activities within the school buildings and other areas to identify any criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the occupants within the school grounds, together with its visitors.

Static cameras will not focus on private homes, gardens and other areas of private property.

Operators of cameras with tilt and pan and zoom capability, staff will not direct cameras at an individual, their property or a specific group of individuals, without verbal authorisation from the Site Manager or Systems and Operations Manager unless an immediate response to event(s) is required.

Materials or knowledge secured as a result of CCTV system will not be used for any commercial purpose.

Downloads will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Downloads will never be released to the media for purposes of entertainment.

The planning and design of the existing CCTV system has endeavored to ensure that the CCTV system will give maximum effectiveness and efficiency but it is not possible to guarantee that the CCTV system will cover or detect every single incident taking place in the areas of coverage.

Information and warning signs/notice have been displayed at routes and areas covered by the school CCTV System.

5. Image Viewing and Download Procedure

Recordings may be viewed by the police in the presence of the Site Manager/ Systems and Operations Manager or Safeguard Lead following a specific data access request.

Otherwise permission to view CCTV data will depend on the subject of the potential investigation.

The Systems and Operations Manager is authorised to review CCTV recordings to ascertain the circumstances relating to potential incidents involving students, staff, contractors, visitors/public incidents.

The Site Manager will authorise members of SLT and safeguarding team to view the CCTV images relating to a potential pupil incident where it may be appropriate to see the footage.

Potential incidents involving staff may be viewed in the presence of the Systems and Operations Manager using the appropriate data access procedure.

Note: The Systems and Operations Manager may take action to secure footage that may relate to an incident involving staff and others until such time that it has been decided that it is required for viewing and/or download or it can be erased.

Download Procedure

Should a download be required as evidence, an electronic copy may only be made by the Systems and Operations Manager, Safeguarding Lead or Headteacher.

Where this is to be released to the Police this will only be released to the Police on receipt of a completed data release request and sight of their warrant card/proof of identity.

CCTV footage may be released for civil proceedings at the written request of a solicitor or insurance company.

All requests for downloads will be retained by the school for 12 months or after the incident that the download relates to has been closed.

Downloads requested by other parties and for purposes outside the scope of this policy are not permitted.

6. Breaches of this Policy

Any suspected breach of this Policy by school staff will be considered under the School's Disciplinary Policy and Procedures and Data Protection Policy.

7. Overview of System

The CCTV system runs 24 hours a day, 7 days a week.

The CCTV system comprises fixed position cameras; pan tilt and zoom cameras; monitors; multiplexers; digital recorders and public information signs.

CCTV cameras are located at strategic points on site, principally at the entrance and exit point for the sites and various buildings, as well as main thoroughfares and common areas throughout the sites.

CCTV signs will be placed at strategic points and at entrance and exit points of the school sites to inform staff, pupils, visitors and members of the public that a CCTV installation is in use and its purpose.

Although every effort has been made to ensure maximum effectiveness of the CCTV system; it does not cover all areas and it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

8. Data Protection Act 2018

For the purpose of the UK General Data Protection Regulation (UK GDPR) the school is the designated data controller.

- CCTV digital images, if they show a recognisable person, are personal data and are covered by the UK General Data Protection Regulation (UK GDPR). This policy is associated with the School's GDPR Policy, the provisions of which should be adhered to at all times

9. Access to Images

Individual Access Rights

The UK General Data Protection Regulation gives individuals the right to access personal information about themselves, including CCTV images.

All requests for access to view/copy CCTV footage by individuals should be made in writing to the Systems and Operations Manager.

Requests for access to CCTV images must include:

- The reason for the request
- The date and time the images were recorded
- Information to identify the individual, if necessary
- The location of the CCTV camera
- Proof of Identity

The School will respond promptly and at the latest within 30 calendar days of receiving the request processing fee, determined by and sufficient information to identify the images requested.

If the School cannot comply with the request, the reasons will be documented.

Access to Images by Third Parties

Unlike Data Subjects, third parties who wish to have a copy of CCTV images (i.e. images not of the person making the request) do not have a right of access to images under the UK GDPR, and care must be taken when complying with such requests to ensure that neither the UK GDPR, HRA or the CCTV Policy are breached.

As noted above, requests from third parties will only be granted if the requestor satisfies the following criteria:

- Law enforcement agencies (where the images recorded would assist in a specific criminal enquiry)
- Prosecution Agencies and their Legal Representatives
- Insurance Companies and their Legal Representatives

All third-party requests for access to a copy of CCTV footage should be made in writing to the Data Protection Officer.

A law enforcement or prosecution agency is requesting access they should make a request in accordance with the UK General Data Protection Regulations.

10. Retention and Disposal

Recorded images will be retained for no longer than 30 days from the date of recording, unless required for evidential purposes or the investigation of crime or otherwise required and retained as a download with the requisite approval form.

All images on electronic storage will be erased by automated system overwriting. All downloads, still photographs and hard copy prints will be securely disposed of as confidential waste. The date and method of destruction will be recorded on the bottom of the original approval to copy held by the Site Manager.

11. Complaints regarding operation of system

Complaints regarding the CCTV system and its operation should be made under the School Data Protection Policy and to the Systems and Operations Manager.

12. Associated Policies and Guidance

- School Code of Conduct
- School Behaviour Policy