

# St Cuthbert's Catholic Primary School



## CCTV Policy

Date Adopted:	Summer 2019
Date Updated	Autumn 2024

**Signed: Mr J Rushton.....** (Headteacher)**Date: September 2024**

**Signed: Mrs R Fisher.....** (Chair/Governor)**Date: September 2024**

### School Mission statement

With Jesus we love, learn and pray; to grow in the St Cuthbert's way.

## Our Values

Loving Honest

Charitable Respectful

Aspirational Faithful

Positive Forgiving

## School's Aims

**To proclaim Jesus Christ as the centre of our school community.**

*"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight." Proverbs 3:5*

**To enjoy times of prayer and worship together.**

*"Our Father in heaven, hallowed be your name, thy kingdom come, your will be done, on earth as it is in heaven." Matthew 9-10*

**To be a vibrant place; where we can all feel loved, and all visitors are welcomed with warmth and respect. Recognising that everybody is created in the 'image and likeness of God.'**

*"Welcome one another as Christ has welcomed you, for the glory of God." Romans 15:7*

**To promote; a love of learning, an enthusiasm to succeed and aspirations to 'dream big'.**

*"Commit your work to the Lord, and your plans will be established." Proverbs 16:3*

**To ensure each and every one of us has the opportunity to thrive; to share the 'gifts' we have been blessed with, and to achieve to our full potential in all that we do.**

**"I can do all this through him who gives me strength." Philippians 4:13**

**To feel safe, respected, loved and valued, so we have the confidence and resilience to 'make a difference.'**

*"God is our refuge and strength, an ever-present help in trouble." Psalm 46.1ning light in our parish,*

**To be a shining light in our parish, in our community and in our world.**

*"For where two or three are gathered in my name, there I am among them." Matthew 18:20*

**Be a place where it is ok to make mistakes. Forgiveness makes every day a new beginning.**

*"Forgive and you will be forgiven." Luke 6:37*

The school recognises that CCTV systems can be privacy intrusive.

For this reason, the school has carried out a Data Protection Impact Assessment with a view to evaluating whether the CCTV system in place is necessary or proportionate means of achieving the legitimate objectives set out below. The result of the data protection impact assessment has formed the schools use of CCTV and the contents of this policy.

## Objectives

Review of this policy shall be repeated regularly and whenever new equipment is introduced, a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

The purpose of the CCTV system is to assist the school in reaching these objectives:

- (a) To protect pupils, staff and visitors against harm to their person and/or property.
- (b) To increase a sense of personal safety and reduce the fear of crime.
- (c) To protect the school buildings and assets.
- (d) To support the police in preventing and detecting crime.
- (e) To assist in identifying, apprehending and prosecuting offenders.
- (f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence; and
- (g) To assist in managing the school.

## Purpose of This Policy

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. The CCTV system used by the school comprises of:

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
1	Car park, Pre-school & KS1 playgrounds	Y Speaker only	Y	S
2	KS2 Playground	Y Speaker only	Y	S
3	Driveway	Y Speaker only	Y	F
4	Driveway and gates to staff car park	Y Speaker only	Y	F
5	Bike Shed	Y Speaker only	Y	F
6	Porta Cabin Pathway	Y Speaker only	Y	F
7	Main reception	Y Speaker only	Y	F
8	Top Hall	Y Speaker only	Y	F
9	Bottom of Hall	Y Speaker only	Y	F

10	Main corridor outside Year 3	Y Speaker only	Y	F
11	Main corridor outside Year 4	Y Speaker only	Y	F
12	Corridor outside Library	Y Speaker only	Y	F
13	Y6 stairwell	Y Speaker only	Y	F
14	Y5 stairwell	Y Speaker only	Y	F
15	Main corridor ,lift and stairs	Y Speaker only	Y	F
16	KS2 playground fitness equipment	Y Speaker only	Y	F

CCTV cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, changing facilities, etc.

## **Statement of Intent**

CCTV cameras are installed in such a way that they are not hidden from view. We do not covertly record anyone. Signs are predominantly displayed where relevant so that staff, students, visitors and members of the public are made aware that they are entering an area covered by CCTV. The signs also contain contact details as well as a statement of purposes for which CCTV is used.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

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

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

The planning and design have endeavoured to ensure that the system 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.

Warning signs, as required by the Code of Practice of the Information Commissioner, will be clearly visible on the site and make clear who is responsible for the equipment.

Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

CCTV images are not retained for longer than necessary and no sound is recorded, taking into account the purposes for which they are processed. Data storage is automatically overwritten by the system after a period of 30 days.

Recorded images will only be retained long enough for any incident to come to light (e.g., for a theft to be noticed) and the incident to be investigated. In the absence of a compelling need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than deemed necessary.

### **System Management**

Access to the CCTV system will be restricted and kept in a secure area.

The CCTV system will be administered and managed by Mr J Rushton (Headteacher) who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager the system will be managed by Mrs P Campbell (Office manager)

The system and the data collected will only be available to the Systems Manager, his replacement and appropriate members of the senior leadership team as determined by the Headteacher.

The CCTV system is designed to be in operation between for 24 hours each day, every day of the year], though the school does not guarantee that it will be working during these hours.

The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by providing clear, usable images.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

Where a person other than those mentioned above, requests access to the CCTV data or system, the System Manager must satisfy himself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused.

Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

## **Downloading Captured Data onto Other Media**

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download media used to record events from the hard drive must be prepared in accordance with the following procedures: -

- (a) Each download media must be identified by a unique mark.
- (b) Before use, each download media must be cleaned of any previous recording.
- (c) The System Manager will register the date and time of download media insertion, including its reference.
- (d) Download media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a download media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.
- (e) If download media is archived the reference must be noted.
- (f) If downloaded media is put onto a device, the device will be encrypted and password protected.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, his/her replacement and the Headteacher and other authorised senior leaders. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any download media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the school, and download media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.

Applications received from outside bodies (e.g. solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's Data Protection Officer.

### **Complaints About the Use Of CCTV**

Any complaints in relation to the school's CCTV system should be addressed to the Headteacher.

### **Request for Access by The Data Subject**

The Data Protection Act provides Data Subjects - those whose image has been captured by the CCTV system and can be identified - with a right to data held about themselves, including those obtained by CCTV. Requests for such data should be made to Mr J Rushton (Headteacher).

### **Public Information**

Copies of this policy will be available to the public from the school office.