

Use of CCTV

1. Under the Protection of Freedoms Act 2012 the processing of personal data captured by CCTV systems (including images identifying individuals) is governed by the Data Protection Act and the Information Commissioner's Office (ICO) has issued a code of practice on compliance with legal obligations under that Act.
2. The school uses CCTV equipment to provide a safer, more secure environment for pupils and staff and to prevent bullying, vandalism and theft. Essentially it is used for:
 - The prevention, investigation and detection of crime.
 - The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
 - Safeguarding public, pupil and staff safety.
 - Monitoring the security of the site.The school does not use the CCTV system for covert monitoring.
3. Cameras are located in those areas where the school has identified a need and where other solutions are ineffective. The school's CCTV system is used solely for purposes(s) identified above and is not used to routinely monitor staff conduct.
4. The CCTV system is maintained by the school's premises and I.T. team, who regularly inspect the cameras to ensure that date and time references are accurate, clear images are recorded and that as far as possible equipment is protected from vandalism.
5. In areas where CCTV is used the school ensures that there are prominent signs in places which are clearly visible and readable.
6. The school's CCTV cameras record visual images only and do not record sound.
7. The school has notified the Information Commissioner's Office of the purpose for which the images are used. All operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained in their responsibilities under the CCTV Code of Practice. Access to recorded images is restricted to staff that need to have access in order to achieve the purpose of using the equipment. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. Under the Schools (Specification and Disposal of Articles) Regulations 2013, school staff can view CCTV footage in order to make a decision as to whether to search a student for an item. If the recorded footage reveals that theft has been committed by a member of staff, this evidence may be used in a disciplinary case.
8. Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Access to live images is restricted.
9. Recorded images can only be viewed in a restricted area by approved staff. The recorded images are viewed only when there is suspected criminal activity or inappropriate behaviour and not for routine monitoring of students, staff or visitors unless the camera(s) are installed to monitor the safe movement of persons through a designated area eg corridors (these areas will be identifiable by clear signs).

10. The school reserves the right to use images captured on CCTV where there is activity that the school cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. Images retained for evidential purposes will be retained in a secure area accessible by designated personnel only. Where images are retained, the I.T. Department will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.
11. The school ensures that images are not retained for longer than is necessary. In general, CCTV is overwritten at least once a week.