

BLACKFEN SCHOOL for GIRLS, SIDCUP, KENT DA15 9NU

Policy Name

Blackfen School for Girls CCTV POLICY

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Name	Signature	Name	Date
Prepared		Gary Morgan	May 2017
Verified		Matthew Brown	May 2017
Approved			

Blackfen School for Girls CCTV POLICY

Lead Person: Business Manager

The governing Body of Blackfen School for Girls adopted this policy on CCTV on 23rd Oct 2014

Introduction

Blackfen School will maintain a CCTV system consisting of a number of fixed & mobile cameras which will be located internally and externally.

The system will operate from a secure room in the Server Room and images can only be accessed by approved personnel.

This policy sets out the purposes of the system and the procedures to be followed when managing the system.

The school reserves the right to use the images for the proper administration and running of the school where that may not be connected with the objectives if in the school's opinion it is appropriate to do so including for instance investigations into work related issues involving workers at the school.

This policy will be reviewed annually.

Objectives of the CCTV system

1. To protect the school's buildings and its assets.
2. To increase personal safety and reduce the fear of crime.
3. To support the Police in a bid to deter and detect crime.
4. To assist in the identifying, apprehending and prosecution of offenders.
5. To protect staff, students, members of the public and private property.
6. To monitor the welfare of students.

Statement of intent

The school will treat the CCTV system and all information, documents and recordings obtained in the strictest confidence.

CCTV cameras will be used to monitor activities within the school, its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and its visitors.

It will be ensured that private dwellings and property other than that in the periphery of a view that is focused upon school site locations will not be covered by the CCTV cameras.

The planning and design of the system will aim to ensure that the scheme gives maximum effectiveness and efficiency but it is recognised that no system can guarantee to cover or detect every single incident taking place in the areas of coverage.

Unless an immediate response to events is required to meet the objectives of the system, staff will not direct cameras at an individual, their property or a specific group of individuals.

Warning signs will be placed at key points to advise everyone that the area is covered by the school CCTV system.

Operation of the system

The management of the scheme will be the responsibility of the Head Teacher.

The day to day management will be the responsibility of the ICT Support Engineer. Only authorised users may directly use the system. The names of the authorised users will be supplied by the Head Teacher. A list of authorised users will be kept by the Deputy Head Teacher. See Appendix A

The system will be in operation 24 hours a day, every day of the year.

Control of the system

The ICT Support Engineer will, on a daily basis, check that some of the cameras are functional and that the system is recording.

A maintenance contract is in place to carry out regular routine maintenance of the system and for emergency call out in the event of loss of image etc.

Authorised users and Managers of the CCTV system will satisfy themselves as to the identity of anyone wishing to have access to the images from the system and the purpose of the access. In the event that doubt of identity or purpose exists, permission will be refused.

Images captured by the system will be stored for a minimum of 45 days.

All store images will be kept in a secure place.

Images that need to be saved for longer periods must be approved by the Head Teacher or Deputy Head.

When disposing of equipment which contains stored images, this equipment will be destroyed using a reputable company following the RoHS guidelines and a certificate of disposal maintained by the Business Manager

Data Access

Authorisation to view images will be restricted to Leadership Team, Student Welfare Team, Business Manager, IT Manager, Site Manager, and Senior Assistant Site Manager. These people may authorise the viewing of images by other members of staff only when it is necessary to fulfil the objectives of the system, for example to identify a person in an image. Only the Head teacher, or in their absence the Deputy Head may authorise the viewing of images by non-staff members where it is necessary for the purposes of meeting the objectives of the system.

Internal Requests for information

A digital CCTV log will be maintained recording details of any requests for access to the system and the details of any data supplied, to whom, when and for what purpose.

External Request for Information

Applications received from outside bodies (e.g. police) to view or release records will be referred to the Head Teacher. External bodies i.e. Highways Authorities, Prosecution Agencies and Legal Representatives will incur a charge to cover the costs of production and administration. (See item 3 below on Access to and disclosure of images to third parties. Completion of Appendix B or C is required for this.

Copies of images can be produced where required for the purposes of meeting the objectives of the system. A record will be kept in the CCTV log of the format of the copy (printed still image, DVD etc) and the person to whom the copy is given. No additional copies will be made without permission from a member of the SLT. When no longer required for meeting the objectives of the system, all copies will be securely destroyed.

Complaints

On Blackfen School for Girls web site School Information/Policies/Complaints/Procedures

Any complaints about the school's CCTV system will follow the school's usual complaints procedure.

Public Information

Copies of this policy will be available to the public from the school upon request or can be found on the school website

Signed.....

Date.....

Access to and disclosure of images to third parties Standards

All employees should be aware of the restrictions set out in this code of practice in relation to access to, and disclosure of, recorded images.

1. Access to recorded images will be restricted to those persons who need to have access in order to achieve the purpose(s) of using the equipment.
2. All access to the medium on which the images are recorded should be documented.
3. Disclosure of the recorded images to third parties should only be made in limited and prescribed circumstances. Subject to paragraph 1 above, in disclosure will be limited to the following classes of persons/agencies.
 - _ Law enforcement agencies, where the images recorded would assist in a specific enquiry;
 - _ Highways authorities in respect of traffic management matters;
 - _ Law enforcement agencies where the images would assist a specific criminal enquiry;
 - _ Prosecution Agencies;
 - _ Relevant legal representatives
4. All requests for access or for disclosure should be recorded, if access or disclosure is denied, the reason should be documented,
5. If access to or disclosure of the images is allowed, then the following will be documented. (Appendix B)
 - _ The date and time at which access was allowed or the date on which disclosure was made;
 - _ The identification of any third party who was allowed access or to whom disclosure was made;
 - _ The reason for allowing access or disclosure;
 - _ Location of the images
 - _ Any crime incident number to which images may be relevant
 - _ Signature of person authorised to collect the medium – where appropriate.
6. Recorded images will not be made more widely available – for example they should not be routinely made available to the media or placed on the Internet.
7. If it is intended that images will be made more widely available, that decision should be made by the Head teacher or designated member of staff and the reason for that decision should be documented.
8. If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of individuals will need to be disguised or blurred so that they are not readily identifiable.

Access by data subjects Standards

1. In accordance with Section 7 of the Data Protection Act 1998 (Subject Access), an individual who believes that their image has been captured by this scheme is entitled to make a written request to the Data Controller. Upon payment of the current fee (The current fee is £10.00) and the supply of essential information, a systems search will be conducted and subject to certain conditions, the individual will be allowed access to the personal data held
2. All subject access requests should be referred in the first instance to the Head teacher who will liaise with the Business Manager
3. All staff involved in operating the equipment must be able to recognise a request for access to recorded images by data subjects and how such requests are to be dealt with.
4. Data subjects should be provided with a standard subject access request form, a copy of this form is attached at appendix C, which:
 - a. Indicates the information required in order to locate the images requested;
 - b. Indicates the information required in order to identify the person making the request;
 - c. Indicates the fee that will be charged for carrying out the search for the images requested.NB. The above form will also enquire whether the individual would be satisfied with merely viewing the images recorded. The form will also indicate that the response will be provided promptly and in any event within 40 days of receiving.

5. Individuals, at the time of any subject access request, will be given a description of the type of images recorded and retained and the purpose for which the recording and retention takes place. They should be informed of their rights as provided by the 1998 Act,
6. Prior to any authorised disclosure, the Head teacher will need to determine whether the images of another “third party” Individual features in the personal data being applied for and whether these third party images are held under a duty of confidence,
7. If third party images are not to be disclosed the System Manager shall arrange for the third party images to be disguised or blurred,
8. If the Head teacher decides that a subject access request from an individual is not to be complied with, the following should be documented:
 - a. The identity of the individual making the request;
 - b. The date of the request;
 - c. The reason for refusing to supply the images requested;
 - d. The name and signature of the person making the decision.

Appendix A

Authorised Users.

Only the following authorised users may directly use the system. These have been authorised by the Head Teacher and correct as of May 2016.

Job Title	Name	Signature
Head teacher	Matthew Brown	
Deputy Head teacher (Behaviour and Safety)	Sarah Cascarino	
Business Manager	Gary Morgan	
Assistant deputy Head	Nicola Hoad	
Student Support Officer	Tracy Wilson	
Student Support Officer	Anne Osborne	
Student Support Officer	Kevin Loughlin	
Student Support Officer	Leigh Pidwell	
Student Support Officer	Lisa Dimond Banks	
Site Manager	Vince Murphy	
Senior Assistant Site Manager	Kevin Wood	
IT Network Manager	CTS	
IT Deputy Network Manager	CTS	
Lead Administrator	Nicola Eiffert	
6th form Study Centre Supervisor	Yunus Ali	

Appendix B

RECORDING OF VIEWING BY THIRD PARTY (e.g. Police)

Date and Time Access Allowed:

Date: _____

Time: _____

Identification of any third party who was allowed access:

Names of school staff present: _____

Reason for allowing access: _____

Crime incident number if applicable: _____

Location of the images: _____

Signature of the person authorised to collect the medium – where appropriate:

Date and time copy created for evidential purposes:

Date: _____

Time: _____

See section

Access to and disclosure of images to third parties
Standards

Appendix C

FORM TO REQUEST ACCESS TO CCTV IMAGES (Parents, Public etc)

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

TELEPHONE NUMBER: _____

Date image recorded: _____

Time image recorded: _____

Location: _____

To carry out a search for the images, a fee of £10.00 will be charged.

Please complete the above form and attach a £10.00 cheque made payable to Blackfen School for Girls

The Head teacher will consider the request and respond within 28 days.

See section

**Access to and disclosure of images to third parties
Standards**