CCTV Policy

ST CLARE
Catholic Multi Academy Trust

St Wilfrid's Primary School Mission Statement:

Everybody Matters

Adopted by St Clare Trust Board; June 2022

Next review by St Clare Trust Board; By December2026

St Clare Multi Academy Trust CCTV Policy

This policy is drafted in accordance with the requirements of the General Data Protection Regulation ("GDPR"). It came into effect on 25 May 2018.

Policy statement

St Clare Catholic Multi Academy Trust (the Trust) uses Closed Circuit Television ("CCTV") within the premises of the Trust; for the avoidance of doubt, the term 'premises includes all schools. The purpose of this policy is to set out the position of the Trust as to the management, operation and use of the CCTV at the Trust.

This policy applies to all members of our workforce, visitors to Trust premises and all other persons whose images may be captured by the CCTV system.

This policy takes account of all applicable legislation and guidance, including:

- The General Data Protection Regulation ("GDPR") 2018
- CCTV Code of Practice produced by the Information Commissioner
- Human Rights Act 1998
- DPA 2018

This policy sets out the position of the Trust in relation to its use of CCTV.

Purpose of CCTV

The Trust uses CCTV for the following purposes:

- To provide a safe and secure environment for pupils, staff and visitors
- To prevent the loss of or damage to Trust buildings and/or assets
- To assist in the prevention of crime and assist law enforcement agencies in apprehending
- offenders

CCTV will not be used for lesson observation. Where a camera is situated in an area where teaching takes place (e.g. a nursery area where the system is employed for child safety, or a classroom where the system is employed for behaviour management), staff members must be informed of the presence of the camera(s).

Description of system

The Trust sites use fixed and controllable cameras on sites. Most cameras are not equipped for sound recording.

Siting of Cameras

All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils and visitors.

Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The Trust will make all reasonable efforts to ensure that areas outside of the Trust premises are not recorded.

Signs will be erected to inform individuals that they are in an area within which CCTV is in operation. Cameras will not be sited in areas where individual have a heightened expectation of privacy, such as inside changing rooms or toilets.

Privacy Impact Assessment
The Trust will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

Management and Access
The CCTV system will be managed by individual schools who will publish details of their system managers. On a day-to-day basis the CCTV system will be operated by staff in schools with delegated authority as appropriate.

The viewing of live CCTV images will be restricted to members of staff in schools and Trust offices with explicit powers to view images, for the reasons set out above. Recorded images which are stored by the CCTV system will be restricted to access by members of staff in schools and Trust offices with explicit powers to view images, for the reasons set out above. No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.

The CCTV system will be checked monthly by appropriate staff members in schools to ensure that it is operating effectively.

Storage and Retention of Images
Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded. Recorded images are stored in accordance with the Data Protection Policy which can be found on the website.

The Trust will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:

- CCTV recording systems being located in restricted access areas;
- The CCTV system being encrypted/password protected;
- Restriction of the ability to make copies to specified members of staff.

Disclosure of Images to Data Subjects
Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation and has a right to request access to those images.

Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the Trust's Subject Access Request guidance. When such a request is made the appropriately nominated representative will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.

If the footage contains only the individual making the request, then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The appropriate representative must take appropriate measures to ensure that the footage is restricted in this way.

If the footage contains images of other individuals, then the school or Trust must consider whether:

- The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
- The other individuals in the footage have consented to the disclosure of the images, or their

consent could be obtained; or
- If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

A record must be kept, and held securely, of all disclosures which sets out:
- When the request was made;
- The process followed by the nominated representative in determining whether the images contained third parties;
- The considerations as to whether to allow access to those images;
- The individuals that were permitted to view the images and when; and
- Whether a copy of the images was provided, and if so to whom, when and in what format.

Disclosure of Images to Third Parties
The Trust will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.

CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.

If a request is received form a law enforcement agency for disclosure of CCTV images the nominated representative must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third-party images.

The information above must be recorded in relation to any disclosure.

If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

Review of Policy and CCTV System
The CCTV system and the privacy impact assessment relating to it will be reviewed annually.

Misuse of CCTV systems
The misuse of CCTV system could constitute a criminal offence. Any member of staff who breaches this policy may be subject to disciplinary action.

Complaints relating to this policy
Any complaints relating to this policy or to the CCTV system operated by the Trust should be made in accordance with the Trust Complaints Policy.