



Calday Grange
Grammar School

USE OF CCTV POLICY

January 2016

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CCTV Policy Statement

This document sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act in respect of the use of CCTV (closed circuit television) surveillance systems managed by Calday Grange Grammar School.

The CCTV System includes static and remotely operated cameras and is used for the purpose of:

- The prevention, detection and investigation of criminal activity;
- The security of the premises;
- Safeguarding the safety of students, staff and visitors

Responsible Person

The person who has been appointed to oversee the system and procedures is:

- The Network Manager

Images recorded

Signs are displayed to notify all users that CCTV is in operation

- The images that are filmed are held in a secure location and can only be accessed by those who are authorised to do so.
- Digital media is used to record images.
- The system has been set up to provide good quality images.
- Every camera records simultaneously and the images are stored on the server for a period of 31 days. After that time, all images are erased apart from any which related to an incident subject to an ongoing investigation, which will be burnt onto a disc.
- Routine checks are made to ensure that the system is operating in accordance with the terms of this policy, and that information relating to the recordings (date, time etc) are accurate; these details are entered into the CCTV control held in the server room. The person who operates the system fills in the log sheet. These logs will then be collected and securely stored by the PA to the Headteacher every month.

Use of disclosure of images

Downloading images is strictly controlled and limited to the following staff:

Network Manager	View and download
ICT Technician	View and download

All saved data must be handed to the Headteacher or a member of the SLT – staff are trained to understand the administrative regime to control the use of the images.

Access to images by Calday Grange Grammar School staff and students is restricted to

- SLT View Only
- Pastoral staff View Only
- Students for identification purposes View Only

Access by individuals

Calday Grange Grammar School recognises the rights of staff, students and visitors to the school to make a subject access request for details of personal data held.

- Applications should be made in writing to the Headteacher.

Access by the Police

- The request must be in written form, specifying the date and time (as far as possible) of the image.
- If the decision is taken not to release the images, then the image in question will be held and not destroyed until all legal avenues have been exhausted.

Reviewing and Monitoring of the Policy

Calday Grange Grammar School Governing Body approved this policy in January 2016. The policy will be reviewed every three years.

Appendix 1

CCTV – USE AND DISCLOSURE OF IMAGES PROTOCOL

Legitimate public concerns exist over the use of CCTV and many of the specific guidelines are designed to satisfy the community that the use of cameras is subject to adequate supervision and scrutiny. It is of fundamental importance that public confidence is maintained by fully respecting individual privacy. All employees that are authorised to view the CCTV images within Calday Grange Grammar School must read this protocol alongside the CCTV Policy and confirm that they understand and agree to abide by the policy and protocol.

CCTV images may only be viewed by authorised employees or students accompanied by an authorised employee.

All authorised employees viewing the CCTV images will act with utmost probity at all times.

All images viewed by **authorised employees** must be treated as confidential unless police involvement is required due to potential criminal proceedings.

All authorised employees are to ensure that whilst viewing CCTV images, **unauthorised employees** or visitors cannot view the images.

All authorised employees are responsible to ensure that CCTV images are not left on any screen without an authorised employee being left in charge. An authorised employee should log out of the programme when leaving the screen.

Every viewing of the images will accord with the purposes and key objectives of the CCTV system and shall comply with the CCTV Policy.

All authorised employees viewing CCTV images should be aware of exercising prejudices, which may lead to complaints of the system being used for purposes other than those for which it is intended. The viewers may be required to justify their interest in any particular individual, group of individuals or property at any time.

All authorised employees viewing CCTV images are responsible for their viewing of the images, which must be justifiable.

Any breach of the CCTV Policy or CCTV Protocol will be dealt with in accordance with existing discipline regulations. Individuals must recognise that any such breach may amount to gross misconduct, which could lead to dismissal.

Any breach of the Data Protection Act 1998 will be dealt with in accordance with that legislation. All authorised employees viewing CCTV images must be aware of their liability under this Act.

I understand and agree to abide by the CCTV policy and the CCTV Protocol:

NAME	JOB TITLE	SIGNATURE	DATE

