Mosspits Lane Primary School
CCTV Policy

Introduction and Purpose:

We use CCTV and recordings to protect the premises and our equipment inside the building. We use CCTV to protect our staff who can be vulnerable to attack and abuse. We use CCTV to protect pupils and other site users. There are legal restrictions on how we can use CCTV and this policy reflects these measures. The General Data Protection Regulation 2018 covers the processing of images of individuals taken by CCTV cameras. This policy applies to all employees, contractors, temporary or agency staff, consultants, parents, pupils, visitors and any other persons who access the site.

The purpose of the CCTV is therefore to:

- Prevent or detect crime or disorder;
- Apprehend and prosecute any offenders (including using images as evidence in criminal proceedings);
- In the interests of public employee and pupil health and safety;
- Protection of our property and assets.

Definitions
For the purpose of the code of practice, the following definitions will apply:

Location
Mosspits Lane Primary School, Mosspits Lane Liverpool L15 6UN

CCTV

Closed Circuit Television System

Data Protection Controller
Mosspits Lane Primary School

Data Protection Officer (DPO)
E2E Education

Information Asset Owners (IAOs) and controllers Mosspits Lane Primary School – Headteacher –

Vicky Corbett

Scope of the Policy

- We use CCTV in public areas for the protection of the premises, our assets, pupils and employees and site users. We will clearly display notices that we are using CCTV for these purposes in the areas covered.
- We will not use covert CCTV against employees, unless there is no other reasonable alternative.
- We will take steps, in line with the GDPR to keep recordings safe and restrict viewing access to authorised staff only.
- Unless required by the police, or for disciplinary purposes, all images from CCTV will be erased after no more than 30 days.
- We have the right to use and record CCTV image in and around the schools at all times.
- An employee found to be in breach of their employment or who seeks to access CCTV without authority or to damage them will face disciplinary action up to and including dismissal.
- The CCTV system will be operated fairly and lawfully and only for the purposes authorised by the school.
- The CCTV system will be operated with due regard for privacy of the individual.
- Any changes to the purposes for which the CCTV system is operated will require the prior approval of the Governing Body of Mosspits Lane Primary School and will be published in advance.
- CCTV may be used to allow the school to provide evidence to an independent review panel.

System Details
The CCTV system consists of a number of overt colour CCTV cameras situated around the school site, which continuously record activities in that area.

Data Protection Act 2018
The eight principles of the GDPR 2018 will be adhered to and any future changes of legislation will be taken into account.

- Obtain and process personal data fairly and lawfully
- Obtain, hold and use data only for the purposes specified
- Use the data only for the purpose, and disclose only to the people, shown within these policies and procedure
- Only hold data, which is adequate, relevant and not excessive in relation to the purpose for which the data is held
- Ensure personal data is accurate and, where necessary, kept up to date
- Hold data for no longer than is necessary
- Personal data will be processed in accordance with the rights of data subjects under the GDPR 2018
- Take security measures to prevent unauthorized or accidental access to, alteration, disclosure, or loss and destruction of information
- Personal data will not be transferred outside the EEA without ensuring there is an adequate level of protection in relation to the processing of personal data

Access to Information

The Freedom of Information Act 2000 and the Data Protection Act 2018 will be adhered to. Any request for disclosure of information must be made to the Data Protection Controller.

Requests for information by the Police and other authorities must also be made through the Data Protection Controller.

Individuals who request images will be issued a request form (appendix 1). Upon receipt the School's Data Controller will determine if the request is appropriate and whether there is a duty of care to protect third parties. If the duty of care cannot be discharged then the request can be refused. A written response will be made to the individual giving the decision (and if the request is refused giving reasons) within 30 days of receipt of enquiry. The Data Protection Controller may seek advice from the appropriate Data Protection Officer to make this decision.

Primary Request to View Data

Primary requests to view data generated by the CCTV system are likely to be made by third parties for any one or more of the following purposes:

- Providing evidence in criminal proceedings (Police and Criminal Evidence Act 1984, Criminal Procedures & Investigations Act 1996)
- Providing evidence for civil proceedings or tribunals
- The investigation and detection of crime
- Identification of witnesses
- The investigation on an incident on the premises involving any site user

More commonly, the school may need to access the CCTV system. See 'School access' section.

Third Parties
Third parties, which should be required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- Police
- Statutory authorities with powers to prosecute
- Solicitors
- Plaintiffs in civil proceedings
- Accused persons or defendants in criminal proceedings

School Access

Mosspits Lane Primary School will need to ensure the CCTV system is operating correctly. They will check the camera functionality:

- The systems are checked whenever possible
- Often in schools, situations occur when rapid access to the CCTV is needed. In all cases, the '**CCTV – EMERGENCY ACCESS TO VIEW OR COPY IMAGES – BY THE SCHOOL'** form needs to be completed. However, due to the functioning of the school, it may be required that 2 members of the Senior Leadership team and/or Premises staff access the CCTV

Governor Audit

At the Governors meeting, a Governor will be appointed to audit the CCTV. They will audit twice a year and report back to the committee.

Public Information
A copy of this policy will be made available to anyone requesting it.

Signage
Signs will be placed in the locality of the cameras. The signs will indicate:

- The presence of monitoring and recording
- The ownership of the system
- Contact telephone number

Complaints
Any use of the CCTV system or materials produced which is outside the policy and is inconsistent with the objectives of the system will be considered gross misconduct.

Misuse of the system will not be tolerated; continuing public support is vital. Any person found operating outside these codes without good and reasonable course would be dealt with under the school's disciplinary system. If any breach constitutes an offence under criminal or civil law, then court proceedings may be taken.

Any complaint concerning misuse of the system will be treated seriously and investigated by the Governing Body. They will ensure that every complaint is acknowledged in writing within seven working days, which will include advice to the complainant of the enquiry procedure to be undertaken.

Where appropriate the Police will be asked to investigate any matter recorded by the CCTV system, which is deemed to be of a criminal nature.

This policy should be read in conjunction with the school’s Data Protection Policy.

APPLICATION TO VIEW CCTV IMAGES

SECTION 1: APPLICANT DETAILS (to be completed by applicant)

Applicant's name (please print)	
Address to which reply should be sent	
Signature of applicant	

SECTION 2: DATA SUBJECT DETAILS (to be completed by applicant)

Surname		**Date of Birth**
Forename		
Address		**Home telephone** **Work telephone**

SECTION 3: LOCATION OF CAMERA (to be completed by applicant and/or Data Protection Controller).
Please indicate which cameras are required to be viewed to retrieve this data.

Date	**Area**	**Approximate Time**	**Description of clothing etc.**

SECTION 4: DECLARATION STATEMENT (to be completed by applicant)

This section must be signed in the presence of the person who certifies your application (the school's Data Protection Controller).

I declare that the information in this form is correct to the best of my knowledge and that I am entitled to apply for access to personal data referred to above, under the Data Protection Act 2018.

Please tick the appropriate box:

☐ I am the person named as the Data subject in this application.

OR

☐ I am the agent for the person named and I have completed the authorisation section.

☐ I am the parent/guardian of the person who is under 16 years old and I have completed the authorisation section.

☐ I am the parent/guardian of the person who is under 16 years old and who is unable to understand the request (go to section 6).

☐ I have been appointed by the court to manage the affairs of the person (go to section 6).

Signature: _____

Date: _____

SECTION 5: COUNTERSIGNATURE (To be completed by the person required to confirm the applicant's identity.)

I (insert full name)

Certify that the applicant(name)

Has been known to me as a (insert what capacity e.g. employee, parent etc) for **x** years and that I have witnessed the signing of the above declaration.

I confirm that I have viewed the following photographic evidence document to confirm identity

Signed _____ Date _____

SECTION 6: AUTHORISATION STATEMENT (To be completed by a Data Protection Controller) I hereby authorise Mosspits Lane Primary School to release CCTV images you may hold relating to the application made in this form, after seeking further advice and guidance from the School's Data Protection Officer, to ensure compliance with the Data Protection Act 2018.

Name (please print)	**Position and school**
Address	**Telephone**
Signature	**Date**

OFFICIAL USE ONLY

Date request received		**Date sent to DPC**	
Date form sent to applicant		**Date sent to DPO if applicable**	
Date form returned		**Data checked on and by (see CCTV procedures - 2 signatures required)**	
Certification checked by		**Date report returned to applicant**	

CCTV – EMERGENCY ACCESS TO VIEW OR COPY IMAGES – BY THE SCHOOLS

Name of person making request	
Organisation	
Address	
Telephone number	

DETAILS OF IMAGE TO BE VIEWED

Date			
Reason for request			
Signed		**Dated**	
Request granted Request granted by (see CCTV procedures – 2 signatures required)		**Request denied (reason)**	
Images viewed by who and why			
Outcome of viewing and any actions with dates			
Date actions completed if appropriate			

TO BE COMPLETED IF IMAGES ARE TO BE REMOVED/USED AS EVIDENCE

Reference			
Issued to			
Reason for use of images			
Date issued			
Issued by (see CCTV procedures – 2 signatures required)			
Return Date / destroyed date			
I acknowledge receipt of the above CD/DVD/USB/IMAGE			
Signed		**Date**	

CCTV Protocol

The following personnel only, have permission to access the images on the CCTV systems:

The Headteacher of Mosspits Lane Primary School

When seeking to view images the following procedure must be followed:

- The form should be signed by the Headteacher who was approached and then countersigned by the Chair of Governors. If this is not possible an email exchange is acceptable.
- Images will be viewed by 2 senior leaders in the school, including the Headteacher.
- In the case of an emergency, e.g. the abduction of a child/serious injury/accident, the Headteacher should immediately view the images, whilst completing the appropriate forms. In the absence of the Headteacher, the Deputy Headteacher can deputise in the role. In the case of an emergency, the Chair/s of Governors should also be informed. In the case of an emergency, the Headteacher reserves the right to request other key members of staff view the images if this is necessary.
- In the case of the police seeking to view CCTV images they must produce the correct Data Protection forms in use for their service.
- In the case of a member of the public, school community or wider community seeking to view CCTV images, they must complete the "**APPLICATION TO VIEW CCTV IMAGES'** form. In this case the school DPO will support the school in the application consideration.
- The CCTV requires regular checks to ensure it is fully operational. A check will be undertaken at least every 3 weeks. The CCTV emergency access request form and the above protocol will be used to achieve this. Reports will be presented to the shared governors' committee.

This protocol will be regularly reviewed annually.