

# **CCTV Policy**

## **1 Purpose & Scope**

1.1 Closed-circuit television (CCTV) equipment is monitored and recorded by Cabot Learning Federation for the purposes of the prevention and detection of crime and pupil/student, staff and public safety.

1.2 This Policy applies to all teaching and support staff employed by the Cabot Learning Federation, students, parents/carers and users of Cabot Learning Federation premises.

## **2 Introduction**

2.1 This Policy ensures the management, operation and use of the closed-circuit television (CCTV) system across the Cabot Learning Federation. The system comprises a number of fixed cameras located around our sites.

2.2 This Policy follows General Data Protection Regulation (GDPR) guidelines and the Information Commissioners CCTV Code of Practice. The Policy will be subject to review every 2 years considering changes in the law, recommended good practice any relevant comments from interested parties.

## **3. Objectives of the CCTV Scheme**

3.1 The objectives of the Policy are as follows: -

- To protect the Federation's buildings and their assets.
- To increase personal safety and reduce the fear of crime.
- To deter criminals from targeting the Federation's Academy sites.
- To support the Police in a bid to deter and detect crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To protect members of the public and private property.
- To assist in managing and running the Federation and its Academies.

## **4 Statement of Intent**

4.1 The Federation will treat the systems based on its sites, and all information, documents and recordings obtained and used, as personal data which are protected by the GDPR and Data Protection Act 2018.

4.2 Cameras will be used to monitor activities within the Federation, 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 well-being of the Federation's students, employees, together with its visitors.

4.3 Staff that have access to the system have been instructed that cameras are not to focus on private homes, gardens and other areas of private property.

4.4 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals (Directed Surveillance), without written authorisation being obtained from a member of the Executive Team or a Principal, as set out in the Regulation of Investigatory Power Act 2000.

4.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Where images need to be released to the media for use in the investigation of a specific crime, disclosures will be made by the Police, not Cabot Learning Federation. Images will never be released to the media for purposes of entertainment.

4.6 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

4.7 Warning signs, as required by the Information Commissioner's CCTV Code of Practice will be prominently displayed to ensure individuals are informed that CCTV equipment is in operation.

## **5 Operation of the System**

5.1 The CCTV system will be operated 24 hours each day, every day of the year.

5.2 The Scheme will be administered and managed by the Principal, in accordance with the principles and objectives expressed in the Information Commissioners Code of Practice and this Policy.

5.3 Access to the images is to be strictly controlled by a password. Routine viewing of recorded images is to be limited to:-

- Members of the Executive Team
- Academy Principals and Vice Principals
- Operations Managers
- Building Services Managers or in their absence a nominated deputy.

5.4 When circumstances require, members of the Executive Team/Extended Executive Team will have authority to allow other members of staff, and their representatives (when appropriate), to view recorded images. All instances where images are viewed will be recorded in a Register held by managers responsible for the management of recorded images, including the purposes for viewing. Viewing of images by the Police or any third parties must also be recorded in the Register.

## **Image Control**

6.1 Managers with responsibility for recorded images must ensure that images are retained for 30 days before they are deleted or overwritten.

6.2 Cameras will be pointed and focused on fixed points agreed in advance by the Principal of each Academy. Only managers with responsibility for recorded images on authority from the Principal of each Academy shall be allowed to modify camera positions in response to a particular event or circumstances that is deemed to require surveillance. The CCTV system will not be used for covert surveillance unless specifically directed by authorised law enforcement agencies.

6.3 Should images be required as evidence by Police, disclosures must be made in line with the Federations Data Protection guidance entitled "Handling Disclosures of Personal Information". Cabot Learning Federation Employment manual 27

6.4 Applications received from outside bodies (e.g. solicitors) to view or release images will be referred to the Executive Principal, Executive Director of Education or CLF Data Protection Officer. Again, any disclosures made must be in line with the Federations Data Protection guidance entitled "Handling Disclosures of Personal Information".

## **7 Breaches of the Policy (including breaches of security)**

7.1 Any breach of the Policy by Federation staff will be initially investigated by the Principal or member of Executive Team (or an appropriate nominated senior member of staff) and appropriate disciplinary action will be taken. Any serious breach of this Policy will be investigated and an independent investigation carried out to make recommendations on how to remedy the breach.