



CCTV Policy

Approved by:

R Kelly

Last reviewed:

June 2021

Next review due by:

June 2024

Introduction

The CE Academy uses closed circuit television (CCTV) images to monitor their campus buildings in order to provide a safe and secure environment for pupils, staff and visitors. Additionally it is used to reduce crime and to prevent loss or damage to Academy property.

Data Protection & Legal Framework

The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act.

The CE Academy will comply with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The CE Academy will ensure that this requirement is fulfilled.

This policy covers the use of CCTV and other systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- Observing what an individual is doing
- Taking action to prevent a crime
- Using images of individuals that could affect their privacy

This policy will be implemented in conjunction with the Academy's:

- Data Protection Policy
 - Acceptable Use of Digital Technologies Online (e-Safety) Policy
 - Security Policy
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Security

Access to the CCTV system, software and data will be strictly limited to authorised operators and will be password protected. Academy staff need to be aware that CCTV footage should only be viewed by a member of SLT or by a member of staff given permission by the Headteacher.

Gratuitous viewing/burning of discs could make staff vulnerable to legal challenge.

Camera systems will be properly maintained at all times.

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified, for example: date, time and location.

The Academy will respond to requests within 40 calendar days of receiving the written request and fee.

A fee of £10 will be charged per request.

The Academy reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an investigation.

Access to and disclosure of images to third parties

Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:

- The police – where the images recorded would assist in a specific criminal inquiry.
- Prosecution agencies – such as the Crown Prosecution Service (CPS).
- Relevant legal representatives – such as lawyers and barristers.
- Persons who have been recorded and whose images have been retained where disclosure is required by virtue of the Data Protection Act and the Freedom of Information Act 2000.

Requests for access or disclosure will be recorded and the Headteacher will make the final decision as to whether recorded images may be released to persons other than the police.

Complaints

Complaints and enquiries about the operation of CCTV within the Academy should be directed to the Headteacher.

Monitoring and review

The Academy Business Manager will be responsible for reviewing this policy bi-annually.

Policy Control Sheet

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Document History			
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