



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

## CCTV POLICY

Policy Date: May 2023

Review Date: May 2026

*This policy is to be adapted by each academy that has a CCTV system*

## **1 Policy Statement**

- 1.1 This policy is to be used by any Academy within the Trust in relation to any CCTV system operated by them. A key element in the assessment of lawful use of CCTV systems is the privacy impact assessment (PIA) conducted in relation to those systems setting out the justification for the system and its compliance with data protection legislation. If the Academy has not conducted such an assessment then this must be conducted now, and this policy amended to take account of the outcome of that assessment. The Academy should do this with an open mind, including considering whether any existing cameras should be removed or the system modified in any way.
- 1.2 The Diocese of Salisbury Academy Trust (DSAT) uses Close Circuit Television ("CCTV") within the premises of the Trust. 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.
- 1.3 This policy applies to all members of our Workforce, visitors to the Trust premises and all other persons whose images may be captured by the CCTV system.
- 1.4 This policy takes account of all applicable legislation and guidance, including:
  - 1.4.1 General Data Protection Regulation ("GDPR")
  - 1.4.2 Data Protection Act 2018 (together the Data Protection Legislation)
  - 1.4.3 CCTV Code of Practice produced by the Information Commissioner
  - 1.4.4 Human Rights Act 1998
- 1.5 This policy sets out the position of the [Trust/Academy/School] in relation to its use of CCTV.

## **2 Purpose of CCTV**

- 2.1 The Trust uses CCTV for the following purposes:
  - 2.1.1 To provide a safe and secure environment for pupils, staff and visitors
  - 2.1.2 To prevent the loss of or damage to the Trust buildings and/or assets
  - 2.1.3 To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

## **3 Description of system**

- 3.1 St Bartholomew's Primary Academy currently has three CCTV cameras. These are located at the front entrance of the school, the foyer and the side

entrance near Years 5/6. These cameras are fixed and do not have sound recording capabilities. Footage from these cameras is recorded and stored for 30 days.

#### **4 Siting of Cameras**

- 4.1 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.
- 4.2 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.
- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.
- 4.4 Cameras will not be sited in areas where individual have a heightened expectation of privacy, such as changing rooms or toilets.

#### **5 Privacy Impact Assessment**

- 5.1 Prior to the installation of any CCTV camera, or system, a privacy impact assessment will be conducted by the Trust to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 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.

#### **6 Management and Access**

- 6.1 The CCTV system will be managed by Vikki Hamer, Business Manager.
- 6.2 On a day to day basis the CCTV system will be operated by Martyn Godwin, Premises Officer.
- 6.3 The viewing of live CCTV images will be restricted to Admin Team, Premises Officer, SLT.
- 6.4 Recorded images which are stored by the CCTV system will be restricted to access by Admin Team, Premises Officer, SLT.
- 6.5 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.
- 6.6 The CCTV system is checked Monthly by Martyn Godwin to ensure that it is operating effectively

#### **7 Storage and Retention of Images**

- 7.1 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.
- 7.2 Recorded images are stored only for a period of 28 days unless there is a specific purpose for which they are retained for a longer period, including the recording of a specific incident.
- 7.3 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:
  - 7.3.1 CCTV recording systems being located in restricted access areas;
  - 7.3.2 The CCTV system being encrypted/password protected;
  - 7.3.3 Restriction of the ability to make copies to specified members of staff
- 7.4 A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained by the Trust.

## **8 Disclosure of Images to Data Subjects**

- 8.1 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.
- 8.2 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 Policy.
- 8.3 When such a request is made the Admin Team, Premises Officer or SLT staff member will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.
- 8.4 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 Admin Team, Premises Officer or SLT staff member must take appropriate measures to ensure that the footage is restricted in this way.
- 8.5 If the footage contains images of other individuals then the Trust must consider whether:
  - 8.5.1 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;
  - 8.5.2 The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or

- 8.5.3 If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.
- 8.6 A record must be kept, and held securely, of all disclosures which sets out:
  - 8.6.1 When the request was made;
  - 8.6.2 The process followed by Admin Team, Premises Officer or SLT staff member in determining whether the images contained third parties;
  - 8.6.3 The considerations as to whether to allow access to those images;
  - 8.6.4 The individuals that were permitted to view the images and when; and
  - 8.6.5 Whether a copy of the images was provided, and if so to whom, when and in what format.

## **9 Disclosure of Images to Third Parties**

- 9.1 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.
- 9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- 9.3 If a request is received from a law enforcement agency for disclosure of CCTV images then Admin Team, Premises Officer or SLT staff member 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.
- 9.4 The information above must be recorded in relation to any disclosure.
- 9.5 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.

## **10 Review of Policy and CCTV System**

- 10.1 This policy will be reviewed every two years.
- 10.2 The CCTV system and the privacy impact assessment relating to it will be reviewed every two years.

## **11 Misuse of CCTV systems**

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

## **12 Complaints relating to this policy**

- 12.1 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.

## CCTV PRIVACY IMPACT ASSESSMENT TEMPLATE

1 Who will be captured on CCTV?

Pupils, staff, parents / carers, volunteers, Governors and other visitors including members of the public etc

2 What personal data will be processed?

Facial Images, behaviour

3 What are the purposes for operating the CCTV system? Set out the problem that the Trust/Academy is seeking to address and why the CCTV is the best solution and the matter cannot be addressed by way of less intrusive means.

Prevention or detection of crime

4 What is the lawful basis for operating the CCTV system?

Legal Obligation, legitimate interests of the organisation to maintain health and safety and to prevent and investigate crime

5 Who is/are the named person(s) responsible for the operation of the system?

Martyn Godwin, Vikki Hamer

6 Describe the CCTV system, including:

- a. how this has been chosen to ensure that clear images are produced so that the images can be used for the purpose for which they are obtained;
- b. siting of the cameras and why such locations were chosen;
- c. how cameras have been sited to avoid capturing images which are not necessary for the purposes of the CCTV system;

- d. where signs notifying individuals that CCTV is in operation are located and why those locations were chosen; and
- e. whether the system enables third party data to be redacted, for example via blurring of details of third party individuals.

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Model chosen has clear imagery. Locations chosen to give a view of the approach to school, the foyer and the external entrance nearest to the main entrance. These were considered the points of the school where we be more likely to catch intruders or aggressive behaviour. Signs are available at the main entrance. All visitors are signposted to the main entrance and will be aware of the CCTV. Redaction is not possible but may be applied retrospectively if required

- 7 Set out the details of any sharing with third parties, including processors

Police, subject access, information may be shared with employees of Diocese of Salisbury in support of improvements to the property. Imagery of interest will be saved to school server and backed up by our IT Support company on their remote servers.

- 8 Set out the retention period of any recordings, including why those periods have been chosen

The retention period for CCTV is 31 days unless it forms part of an investigation in which case it will be retained in line with the appropriate Management of Police Information (MoPI) Grouping.

- 9 Set out the security measures in place to ensure that recordings are captured and stored securely

Recordings are exported and stored securely on the school server. This is only accessible by Admin staff and the HT. Access to the server is only by an individual password which is updated regularly. The document can be password protected if this is appropriate.

- 10 What are the risks to the rights and freedoms of individuals who may be captured on the CCTV recordings?

- Capturing images of the public accessing the adjacent areas
- Imagery reviewed without good grounds
- Unauthorised access of recordings and imagery

11 What measures are in place to address the risks identified?

- CCTV is in place to record the activity within the school grounds only.
- The data is not monitored unless we are aware of a potential break from the activation of alarms, evidence of a break in or from information from the public.
- The office is manned at all times and access is restricted. Members of the public cannot gain access to the school without a security fob.
- The CCTV screen is not visible from the foyer.
- Any information transferred to a third party should be sent securely and should be password protected where possible.

12 Have parents and pupils where appropriate been consulted as to the use of the CCTV system? If so, what views were expressed and how have these been accounted for?

No – parents were consulted on the expansion of the school but not specifically on the addition of CCTV.

13 When will this privacy impact assessment be reviewed?

Privacy notices are issued by DSAT and reviewed on a regular basis.

**Approval:**

This assessment was approved by the Data Protection Officer:

DPO Isabella Byrne

Date 2023