



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

CCTV POLICY

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Post Holder Responsible for Review:	Principal

CCTV POLICY

1 Policy Statement

- 1.1 Emmaus MAC uses Close Circuit Television (“CCTV”) within the premises of St Joseph’s Catholic Primary School. The purpose of this policy is to set out the position of the Company as to the management, operation and use of the CCTV at St Joseph’s Catholic Primary School.
- 1.2 This policy applies to all members of our Workforce, visitors to the St Joseph’s Catholic Primary School premises and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including:
 - 1.3.1 General Data Protection Regulation (“GDPR”)
 - 1.3.2 Other current Data Protection legislation.
 - 1.3.3 CCTV Code of Practice produced by the Information Commissioner
 - 1.3.4 Human Rights Act 1998
- 1.4 This policy sets out the position of the Company in relation to its use of CCTV.

2 Purpose of CCTV

- 2.1 The Company 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 St Joseph’s Catholic Primary School 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

Location	Viewpoint of Camera	Hardware Make/Model	Software System	Sound	Pan/Zoom	Operation Hours
<i>E.G. Security Hut</i>	<i>Main Entrance Car Focus</i>	<i>Dedicated Micros Analog Dome</i>	<i>DM Observer</i>	<i>No</i>	<i>No</i>	<i>24 hours</i>
Reception Entrance	External view of pathway to main entrance plus staff car park	8 Channel analogue HD Surveillance recording system 2 x 2.4 megapixel dome cameras hard wired to this system	Xmeye	No	No	24 hour continuous
Reception Class Gates	External view of gate area leading to Reception Class entrance	8 Channel analogue HD Surveillance recording system 2 x 2.4 megapixel dome cameras hard wired to this system	Xmeye	No	No	24 hour continuous

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 Company will make all reasonable efforts to ensure that areas outside of the St Joseph's Catholic Primary School premises are not recorded.
- 4.3 Signs are 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 Company to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The Company 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 the Principal of St Joseph's Catholic Primary School.
- 6.2 On a day to day basis the CCTV system will be operated by St Joseph's Catholic Primary School Senior Administrator.
- 6.3 The viewing of live CCTV images will be restricted to St Joseph's Catholic Primary School senior management team, Senior Administrator and receptionist.
- 6.4 Recorded images which are stored by the CCTV system will be restricted to access by St Joseph's Catholic Primary School senior management team, Senior Administrator and receptionist.
- 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 daily by Senior Administrator and receptionist 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 90 days unless there is a specific purpose for which they are retained for a longer period.
- 7.3 The Academy 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 password protected;
 - 7.3.3 Restriction of the ability to make copies to specified members of staff
- 7.4 No log of day to day access is maintained, but access is daily. A log of any incident related 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 Senior Administrator at St Joseph's Catholic Primary School.

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 Company's Subject Access Request Policy.
- 8.3 When such a request is made and duly authorised by the Principal the IT support and/or site security personnel 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, at the discretion of the Principal 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 Senior Administrator must take appropriate measures to ensure that the footage is restricted in this way. Such requests should not be reasonably refused, however the Company reserves the right to refuse access if in its opinion there is a legitimate reason to do so. In the first instance the Principal of St Joseph's Catholic Primary School will exercise this discretion. An appeal may be lodged with the Board of Directors via the Emmaus Business Director.

- 8.5 If the footage contains images of other individuals then the Academy 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.
 - 8.5.4 When a subject access request is made then, unless an exemption applies (such as in relation to third party data that it would be unreasonable to disclose) then the requester is entitled to a copy in a permanent form
 - 8.5.5 If an individual agrees to viewing the images only then a permanent copy does not need to be provided. However if a permanent copy is requested then this should be provided unless to do so is not possible or would involve disproportionate effort.

- 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 the authorised officer in determining whether the images contained third parties;
 - 8.6.3 The considerations as to whether to allow access to those images and any authorisation required and gained from the Principal;
 - 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 Company 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 St Joseph's Catholic Primary School 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 annually.
- 10.2 The CCTV system and the privacy impact assessment relating to it will also be reviewed annually.

11 Misuse of CCTV systems

- 11.1 The misuse of CCTV system 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 Company should be made in accordance with the Emmaus Catholic Multi Academy Complaints Policy.