

# CCTV POLICY

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**Document Owner:** DARREN KULESZA-SMITH  
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## Document Control

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## Policy Aims and Ethos

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system across the entirety of the UST.

The UST uses CCTV for the purposes of;

- protecting the Trust buildings and their assets;
- increasing personal safety and to reduce the fear of crime;
- supporting the police in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders;
- protecting members of the public and private property; and
- assisting in managing the school.

## Links to Legislation and Guidance Documents

The CCTV Scheme will be registered with the Information Commissioner under the terms of the General Data Protection Regulations 2018 and will seek to comply with the requirements both of the Act and the Commissioner's Code of Practice.

The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act. Cameras will be used to monitor activities within and surrounding the Trust's estates to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of those within the Trust, together with its visitors.

Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property. Unless an immediate response to events is required, Trust staff or those with delegated responsibility by the Trust, must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. CCTV data will only be released to the media for use in the investigation of a specific crime with the written authority of the police. 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.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all entrance points to UST sites covered by the Trust CCTV.

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## Roles and Responsibilities

### Trust Board

The Trust Board;

- has responsibility for the content of this policy;
- has responsibility for ensuring that the policy is adhered to through delegated means;
- will review the policy in line with agreed period of review; and
- will ensure, through the DPO and the Policy Compliance Lead (PCL), that the policy is compliant with the regulations set out in the section above and that it reflects any changes as and when they occur;

### Executive Headteacher / Headteacher / CEO

The Executive Headteacher / Headteacher /CEO will;

- appoint a Designated Policy Lead / Policy Compliance Lead from among the senior staff;
- ensure that the requirements of this policy are adhered to;
- ensure that all staff receive policies as required; and
- ensure that all staff have access to all school and trust policies.

### Policy Compliance Lead (PCL)

The PCL is a Trust member of staff and will, as part of their role;

- ensure that this policy is distributed to the individual locations;
- ensure that all Trust staff are aware of the policy (including further revised editions); and
- make all necessary amendments to the policy following guidance from the DPO to ensure that it remains compliant with the aforementioned regulations.

### Designated Policy Lead (DPL)

A DPL is a school based member of staff in each school and will, as part of their role;

- ensure an accurate copy of this policy is available to all staff;
- disseminate updates regarding this and associated policies in a timely manner; and
- provide advice and guidance regarding the development of policies at the school level.

### Senior Leadership Team / UST Executive

The Senior Leadership Team (SLT) / UST Executive will;

- use the CCTV resource only for the circumstances outlined in the policy aims;
- authorise the use of CCTV by other staff members only for the circumstances outlined in the policy aims; and
- communicate directly with the CCTV Operator regarding the nature and scope of any authorised use either by themselves or through delegated persons.

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## CCTV Operator

The CCTV Operator may be an employed member of staff, an employee of an on-site contractor or an employee of an off-site contractor. The CCTV Operator will;

- use the CCTV if authorisation has been provided by the appropriate members of staff;
- use the CCTV without direct authorisation if there is an immediate response required;
- not direct CCTV at specific individuals or groups unless an immediate response is required;
- record details regarding all usage of the CCTV system; and
- record details regarding all images and / or video copied from the system

## Control room

The control room, where the CCTV monitors are viewed, must be a secure location which does not allow for the viewing of the monitors without authorisation. Access to the room will be limited so that the CCTV Operator and / or a senior member of staff (as outlined above) must be present if other members of staff are in the room.

## Recording CCTV Usage

Each occasion of use must be recorded in the CCTV Log Book. The details recorded must include;

- the date and time that the system is used;
- the person operating the system;
- the person who has authorised the usage;
- the person who is viewing the CCTV images (if different from above);
- the time and date of the images being viewed; and
- the reason for the CCTV usage.

If the images are recorded the following additional information must be recorded;

- the type of CCTV data downloaded (image / video);
- the person(s) receiving the CCTV data;
- the unique reference number of the CCTV data download
- the date at which the data needs to be deleted

## CCTV Data Retention

The standard data retention of CCTV images is 28 days at which point the system will automatically delete any data that has not been downloaded for a specific reason. Downloaded data will be kept for no longer than is required in order to fulfil the requirements of the data process. If the information is required by a third party such as the police then the data will fall under the third party's data retention policy.

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## Approval Signature

Signature of (enter position e.g. Chair) \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

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