



# **Rossmore School**

## **CCTV Policy**

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## **Statement of intent**

The purpose of this policy is to manage and regulate the use of the CCTV systems at the school and ensure that:

- We comply with the GDPR, effective 25 May 2018.
- The images that are captured are useable for the purposes we require them for.
- We reassure those persons whose images are being captured, that the images are being handled in accordance with data protection legislation.

This policy covers the use of CCTV 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

## 1. Legal framework

1.1. This policy has due regard to legislation including, but not limited to, the following:

- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

1.2. This policy has been created with regard to the following statutory and non-statutory guidance:

- Home Office (2013) 'The Surveillance Camera Code of Practice'
- ICO (2017) 'Overview of the General Data Protection Regulation (GDPR)'
- ICO (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'
- ICO (2017) 'In the picture: A data protection code of practice for surveillance cameras and personal information'

1.3. This policy operates in conjunction with the following school policies:

- E-safety Policy
- Freedom of Information Policy
- Data Protection Policy

## 2. Roles and responsibilities

2.1. The role of the data protection officer (DPO) includes:

- Dealing with freedom of information requests and subject access requests (SAR) in line with legislation, including the Freedom of Information Act 2000.
- Ensuring that all data controllers at the school handle and process CCTV footage in accordance with data protection legislation.
- Ensuring that CCTV footage is obtained in line with legal requirements.
- Ensuring consent is clear, positive and unambiguous. Pre-ticked boxes and answers inferred from silence are non-compliant with the GDPR.
- Ensuring that CCTV footage is destroyed in line with legal requirements when it falls outside of its retention period.

- Keeping comprehensive and accurate records of all data processing activities, including CCTV footage, detailing the purpose of the activity and making these records public upon request.
  - Informing data subjects of how their data captured in CCTV footage will be used by the school, their rights for the data to be destroyed and the measures implemented by the school to protect individuals' personal information.
  - Preparing reports and management information on the school's level of risk related to data protection and processing performance.
  - Reporting to the highest management level of the school, e.g. the governing board.
  - Abiding by confidentiality requirements in relation to the duties undertaken while in the role.
  - Monitoring the performance of the school's data protection impact assessment (DPIA) and providing advice where requested.
  - Presenting reports regarding data processing at the school to senior leaders and the governing board.
- 2.2. The governing board of Rossmore School has overall responsibility for ensuring that records are maintained, including security and access arrangements in accordance with regulations.
- 2.3. The Bursar deals with the day-to-day matters relating to data protection and thus, for the benefit of this policy will act as the data guardian.
- 2.4. The role of the data guardian includes:
- Processing CCTV footage legally and fairly.
  - Collecting CCTV footage for legitimate reasons and ensuring that it is used accordingly.
  - Collecting CCTV footage that is relevant, adequate and not excessive in relation to the reason for its collection.
  - Ensuring that any CCTV footage identifying an individual is not kept for longer than is necessary.
  - Protecting footage containing personal data against accidental, unlawful destruction, alteration and disclosure – especially when processing over networks.
- 2.5. The role of the Head Teacher includes:
- Meeting with the Data Protection Officer to decide where CCTV is needed to justify its means.
  - Conferring with the Data Protection Officer with regard to the lawful processing of the CCTV footage.
  - Reviewing the CCTV Policy to ensure it is compliant with current legislation.
  - Monitoring legislation to ensure the school is using CCTV fairly and lawfully.
  - Communicating any changes to legislation with all members of staff.

### **3. Purpose and justification**

- 3.1. The school will only use CCTV camera to identify visitors to school for the safety and security of the school and its staff, pupils and visitors.
- 3.2. CCTV will be used as a deterrent for violent behaviour and damage to the school.
- 3.3. The school will only conduct surveillance as a deterrent and under no circumstances will the CCTV cameras be present in school classrooms or any changing facility.
- 3.4. If the CCTV system fulfils purpose and is no longer required the school will deactivate it.

### **4. The data protection principles**

- 4.1. Data collected from the CCTV will be:
  - Processed lawfully, fairly and in a transparent manner in relation to individuals.
  - Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
  - Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
  - Accurate and, where necessary, kept up-to-date; every reasonable step will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
  - Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
  - Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## **5. Objectives**

- 5.1. The surveillance system will be used to:
- Maintain a safe environment.
  - Ensure the welfare of pupils, staff and visitors.
  - Deter criminal acts against persons and property.
  - Assist the police in identifying persons who have committed an offence.

## **6. Protocols**

- 6.1. The CCTV system will be registered with the ICO in line with data protection legislation.
- 6.2. The CCTV system is a closed digital system.
- 6.3. CCTV signs to be placed near to active CCTVs, as mandated by the ICO's Code of Practice.

## **7. Security**

- 7.1. Access to the CCTV software and data will be strictly limited to authorised operators.
- 7.2. In addition to the school's DPO, the school's authorised CCTV system operators are:
- Mrs S Davis-McCoy, Head Teacher
  - Mrs B Bouckley, Deputy/Acting Head Teacher
  - Mrs J Powell-Wallis, Data Guardian
- 7.3. The main control facility is kept secure and locked when not in use.
- 7.4. The CCTV system will not be intrusive.
- 7.5. Any unnecessary footage captured will be securely deleted from the school system.
- 7.6. Visual display monitors are located in the Main Office, the Head Teacher's Office, the staff room and the Bursar's Office.

## **8. Privacy by design**

- 8.1. The use of CCTV will be analysed in consultation with the DPO.
- 8.2. Where the school identifies a high risk to an individual's interests, and it cannot be overcome, the school will consult the ICO before they use CCTV, and the school will act on the ICO's advice.
- 8.3. If the use of a CCTV system is too privacy intrusive, the school will seek alternative provision.

## 9. Code of practice

- 9.1. The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.
- 9.2. CCTV cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.
- 9.3. All CCTV footage will be kept for two months for security purposes; the Head Teacher and the Data Guardian are responsible for keeping the records secure and allowing access.
- 9.4. The school has a CCTV system for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, pupils and visitors.
- 9.5. The CCTV system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel only.
- 9.6. The school will ensure that the CCTV system is used to create a safer environment for staff, pupils and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in data protection legislation.
- 9.7. The CCTV system will:
  - Be designed to take into account its effect on individuals and their privacy and personal data.
  - Be transparent and include a contact point, the School's DPO, through which people can access information and submit complaints.
  - Have clear responsibility and accountability procedures for images and information collected, held and used.
  - Have defined policies and procedures in place which are communicated throughout the school.
  - Only keep images and information for as long as required.
  - Restrict access to retained images and information with clear rules on who can gain access.
  - Consider all operational, technical and competency standards, relevant to the CCTV system and its purpose, and work to meet and maintain those standards in accordance with the law.
  - Be subject to stringent security measures to safeguard against unauthorised access.
  - Be regularly reviewed and audited to ensure that policies and standards are maintained.
  - Only be used for the purposes for which it is intended, including supporting public safety, the protection of pupils, staff and volunteers, and law enforcement.



9.8. Be accurate and well maintained to ensure information is up-to-date.

## **10. Access**

- 10.1. Under the GDPR, individuals have the right to obtain confirmation that their personal information is being processed.
- 10.2. All disks containing images belong to, and remain the property of, the school.
- 10.3. Individuals have the right to submit an SAR to gain access to their personal data in order to verify the lawfulness of the processing.
- 10.4. The school will verify the identity of the person making the request before any information is supplied.
- 10.5. A copy of the information will be supplied to the individual free of charge; however, the school may impose a 'reasonable fee' to comply with requests for further copies of the same information.
- 10.6. Where an SAR has been made electronically, the information will be provided in a commonly used electronic format.
- 10.7. Requests by persons outside the school for viewing or copying disks, or obtaining digital recordings, will be assessed by the Head Teacher, who will consult the School's DPO, on a case-by-case basis with close regard to data protection and freedom of information legislation.
- 10.8. Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged.
- 10.9. All fees will be based on the administrative cost of providing the information.
- 10.10. All requests will be responded to without delay and at the latest, within one month of receipt.
- 10.11. In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.
- 10.12. Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the ICO and to a judicial remedy, within one month of the refusal.
- 10.13. In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.
- 10.14. It is important that access to, and disclosure of, the images recorded is restricted and carefully controlled, not only to ensure that the rights of

individuals are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.

10.15. 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 data protection legislation and the Freedom of Information Act 2000

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

## **11. Monitoring and review**

11.1. This policy will be monitored and reviewed on an annual basis by the Data Guardian and the Head Teacher

11.2. The Head Teacher will be responsible for monitoring any changes to legislation that may affect this policy, and make the appropriate changes accordingly.

11.3. The Head Teacher will communicate changes to this policy to all members of staff.

11.4. The scheduled review date for this policy is September 2025.