



**Catshill Middle School and Catshill First School &  
Nursery**

**Closed Circuit Television (CCTV)**  
**Policy**

**Revised: February 2020**

**To be reviewed: September 2022**

**Signature ..... Chair of Committee**

**Date .....**

**Worcestershire County Council (WCC) Commissioned Services**

Human Resources – Liberata

Admissions – Babcock Prime

Learning and Achievement – Babcock Prime

Finance – WCC/Liberata

## **DEFINITIONS**

“the school” – Catshill Middle School and Catshill First School and Nursery

“data controller” – the schools data controller for CCTV is the Site Manager

## **INTRODUCTION**

The school use CCTV images to reduce crime, monitor the school buildings and oversee behaviour in order to provide a safe and secure environment for pupils, staff and visitors, as well as to prevent loss or damage to school property. The system comprises of a number of static cameras located around the school site. The system is owned and operated by the school and the deployment of which is determined by the School’s leadership team.

## **STATEMENT OF INTENT**

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and 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 Data Protection Act.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and its staff, students and visitors.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD or other appropriate media) will only be used for the investigation of a specific crime or incident. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.

CCTV warning signs are required under the Data Protection Act. These have been placed at main locations around the school.

## **SITING THE CAMERAS**

Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

## **COVERT MONITORING**

The school may in exceptional circumstances set up covert monitoring. For example where there is a good cause to suspect that an illegal or unauthorised action(s) is taking place; where there are grounds to suspect serious misconduct or where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording. In these circumstances, authorisation must be obtained from a member of the senior leadership team.

Covert monitoring must cease following completion of an investigation. Cameras sited for the purposes of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.

### **STORAGE AND RETENTION OF CCTV IMAGES**

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

### **OPERATION**

Images captured by the system are recorded continuously and may be monitored in the Control Room. Images displayed on monitors are not visible from outside the Control Room and access is strictly limited. Staff working in the Control Room are made aware of the sensitivity of handling images.

### **ACCESS TO CCTV IMAGES**

Access to recorded images will be restricted to those staff authorised to view them, and will not be made widely available.

### **SUBJECT ACCESS REQUESTS**

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 Executive Headteacher. Individuals submitting request 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 school will respond to requests within 30 calendar days of receiving the written request and fee. A fee of £10 will be charged per request. The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

### **ACCESS TO AND DISCLOSURE OF IMAGES TO THIRD PARTIES**

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the police and service providers to the school where these would reasonably need access to the data. Requests should be made in writing to the Executive Headteacher. The data may be used within the schools discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

### **COMPLAINTS**

Complaints and enquiries about the operation of CCTV within the school should be directed to the Executive Headteacher in the first instance.