



## **The Queen's Church of England Primary School**

*Encouraging every child to reach their full potential,  
nurtured and supported in a Christian community  
which lives by the values of Love, Compassion and Respect.*

# **THE QUEEN'S SCHOOL CCTV Policy**

Agreed by: **Governors' Premises Committee**  
Date: **March 2019**  
Review Cycle: **Every three years**  
Next Review Date: **March 2022**  
Version: **1.2**

All the Queen's School policies should be read in  
conjunction with the Equality Policy

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# The Queen's School CCTV Policy

## Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system ("the System") at The Queen's Church of England Primary School ("the School")

The System comprises a number of fixed cameras affixed to the outside of the school building. Images from the cameras are recorded and stored on a hard drive located in the server room.

The CCTV system is owned by the School.

This Policy is informed by guidance issued by the Information Commissioner's Office and by the Surveillance Camera Commissioner.

## Objectives of the CCTV scheme

To protect pupils and staff in the School

To protect the school buildings and the School's assets.

To deter potential criminal offenders

To increase personal safety and reduce the fear of crime.

To assist in identifying, apprehending and prosecuting offenders.

To protect members of the public and private property.

To assist in managing the School

## Statement of intent

The School is registered with the Information Commissioner under the terms of the Data Protection Act 2018 ("the Act"). The management of the System will seek to comply with the requirements, inter alia, of the Act and the Codes of Practice published by the Information Commissioner's Office and the Surveillance Camera Commissioner.

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 outside the School but within the School's site, to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.

The cameras will not be focused on private homes, gardens, or other areas of private property outside the school site.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Images will only be released to the media for use in the investigation of a specific crime and with the written authority of the police and the School's Governing Board. Images will never be released to the media for any other purpose whatsoever.

The planning and design of the system 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.

Coverage of the System is not comprehensive. Not all areas of the site are fully covered by CCTV. There is no routine live monitoring of the System.

Information signs, as required by the Code of Practice of the Information Commissioner have been placed at the front gate of the school.

## Operation of the system

### Governance

The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in this Policy.

The day-to-day management will be the responsibility of the School Business Manager.

The System will be operated 24 hours each day, every day of the year.

### Server Room

The server and monitor are located in the main server room on the ground floor of the school. This room is kept locked at all times except when access is required by authorised personnel. The monitor for the System will be kept switched off unless the System is being accessed by an authorised person.

The keys to the server room will only be given to employees who are key holders at the school, and to the IT Administrator and external IT support provider. The password for the CCTV system will only be given to the Headteacher, Caretaker and School Business Manager.

### Monitoring; viewing of recorded images

The monitor in the server room can display live footage from the cameras. No live footage is available elsewhere in the School.

Access to view recorded images is password protected. This password will be known only by the Headteacher, School Business Manager, the IT Administrator and the Site Manager. No one other than staff authorised by the Head Teacher may be present when recorded images are viewed.

A log will be kept of all viewing of recorded images, recording the time of the viewing, the reason for viewing, the date and time of the images viewed, and the individuals viewing the image.

Recordings may be viewed by the Police for the prevention and detection of crime. A record will be maintained of any access given to the Police.

Should images be required as evidence for the prosecution of a criminal offence, a copy may be released to the Police. The hard drive will only be released to the Police on receipt of an express written undertaking that the hard drive remains the property of the school, and both the hard drive and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the hard drive or any part of the information contained thereon. On occasions when a Court requires the release of an original recording, this will be provided by the School.

The Police may require the school to retain copies of images, or the system hard drive, for possible use as evidence in the future. Such copies will be properly indexed and properly and securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view or release images will be referred to the Governing Board. In these circumstances images will normally be released where satisfactory documentary evidence is produced showing that they are required for the prosecution of a criminal offence, a subject access request, or in response to a Court Order expressly requiring the release of the images.

### Retention of recorded images

In normal circumstances recordings will be retained for 31 days, after which they may be overwritten.

### Assessment of the System

An annual assessment will be undertaken by the Head Teacher or School Business Manager to evaluate the effectiveness of the System in meeting the objectives of this Policy. The results of this assessment will be reported to the Premises Committee.

### Breaches of this Policy (including breaches of security)

Any breach of this Policy by school staff will be initially investigated by the Headteacher, in order for her to take any appropriate disciplinary action.

Any serious breach of the Code of Practice will be immediately investigated by an independent investigator and make recommendations on how to remedy the breach.

Any event that constitutes a Data Breach within the meaning of the Act will be dealt with in accordance with the School's Data Protection Policy.

### Complaints

Any complaints about the System should be addressed to the Headteacher, and will be dealt with according to the School's Complaints Policy.

### Access by the Data Subject

The Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Any request relating to the System that might possibly qualify as a Subject Access Request under the Act must be notified **immediately** to the School Business Manager. Any such requests will be dealt with in accordance with the Data Protection Policy

### Public information

Copies of this Policy are available on request from the School Office.

### Other policies that may apply

- Our **Data Protection Policy** governs the school's handling of personal data as defined by the Data Protection Act 2018.
- Our **Security Policy** sets out the school's overall security framework, of which the CCTV system forms a part.

## Approval

This policy was agreed by Governors at the Premises Committee Meeting on 14 February 2019. It will be reviewed every three years, or sooner if changing circumstances require it.

## Version history

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Status</b>
1	May 2015	Version adopted by Governors	In force
1.1	Nov 2018	Proposed revision by SBM	Draft
1.2	Feb 2019	Updated for BB/KB comments	Draft