



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

CCTV SYSTEM POLICY

Aspiration – Respect – Excellence

Monitoring, Evaluation and Review

Author	L Holt	Review Period	Annual
Version	2	Status	Approved
Committee	FSP	Date Approved	February 2024
Link Governor	Mrs M Miller	Review Date	February 2025



Rationale

To provide clarity about access to CCTV footage for the purpose of investigating behavioural, safeguarding and security incidents.

Introduction

Highdown School and Sixth Form Centre uses Closed Circuit Television ("CCTV") within the premises of the school. The purpose of this policy is to regulate the management, operation, use of the system, storage and disclosure of CCTV at the School.

This policy applies to all data subjects whose image may be captured by the CCTV system. It works in concurrence with the School's Data Protection Policy, Record of Data Processing and Data Retention schedule.

The policy considers applicable legislation and guidance, including but not limited to:

- General Data Protection Regulation (GDPR)
- Data Protection Act (DPA) 2018
- CCTV Code of practice as produced by the Information Commissioner's Office (ICO)
- Human Rights Act 1998.
- The CCTV is part of our registration with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act 2018.
- Principles from the Surveillance Camera Commissioner

Highdown School and Sixth Form Centre will treat the system and all information, documents and recordings obtained and used as personal data under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Cameras may be used to monitor activities within Highdown School and Sixth Form Centre and the grounds to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well-being of the school's students, staff and visitors.

Images from private homes and gardens are kept out of range of the cameras and cannot be seen by the operator.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial or media purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident.

The system has been designed to ensure maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or record 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 displayed.

The Academy uses CCTV for the following purposes:

- To ensure the personal safety of students, staff and visitors
- To reduce the fear of crime
- To protect the school buildings and their assets
- To support the police in a bid to deter and detect crime
- To assist in the prevention and detection of criminal activity and vandalism
- To assist in identifying, apprehending and potentially prosecuting offenders
- To protect members of the public and private property
- To assist in managing Highdown School and Sixth Form Centre
- Assist law enforcement agencies in apprehending suspected offenders
- To provide a safe and secure environment for the workforce and visitors

Covert Monitoring

The academy retains the right in exceptional circumstances to set up covert monitoring.

For example:

- Where there is good cause to suspect illegal or serious unauthorised action(s) are taking place, or where there are grounds to suspect serious misconduct.
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from the Headteacher and Chair of Governors.

Covert monitoring will cease following the completion of an investigation.

Request to view footage

When such a request is made, the footage will be reviewed in accordance with the request.

If the footage contains only the data subject making the request, then the individual may be permitted to view the footage.

This will be strictly limited to the footage of the data subject making the request and the specific reason for the request.

If the footage contains images of other data subjects, then the school will consider if:

- The request requires the disclosure of the images of data subjects other than the requester, and if these additional data subjects can be anonymized from the footage.
- The other individuals in the footage have consented to the disclosure of the images or if their consent could be obtained.

- If not, then either it is reasonable in the circumstances to disclose those images to the data subject making the request.

The Academy reserves the right to refuse access to the CCTV footage where this would prejudice the legal rights of other data subjects or jeopardise an ongoing investigation.

The right is also reserved to provide still images, which may be redacted, in place of video.

Disclosure of Images to Third Parties

The Academy will only disclose recorded CCTV footage to third parties where there is a lawful basis to do so.

Third parties acting on behalf of a data subject will be handled in accordance with the Subject Access Request Policy.

CCTV footage will only be disclosed to law enforcement agencies in line with the purpose for which the CCTV system is in place.

If a request is received from a law enforcement agency for the disclosure of footage then the school will follow the Subject Access Request process, obtaining the reasoning for wanting to obtain the footage and any data subjects of concern.

This will help to enable proper consideration of the extent that can be disclosed. This information will be treated with the upmost confidentiality.

If an order is granted by a court for the disclosure of CCTV images then this should be complied with. However, consideration must be given to exactly what the court requires

Operation of the system

Highdown School and Sixth Form Centre will

- Notify the ICO of its use of CCTV as part of its registration.
- Complete a Data Privacy Impact Assessment if amendments are to be made to the deployment or use of CCTV.
- Treat the system and all information processed on the CCTV system as data which is processed under DPA 2018/GDPR.
- Not direct cameras outside of school grounds onto private property, an individual, their property or a specific group of individuals. The exception to this would be if authorization was obtained for Direct Surveillance as set up by the Regulatory of Investigatory Power Act 2000.
- Display Warning signs will be positioned clearly in prominent places. Specifically, at all external entrances of the school site where CCTV is use and covers external areas. These signs will include information on how to contact the school regarding information or access to the CCTV footage.
- There is no guarantee that this system will or can cover and detect every single incident taking place in the areas of coverage.
- CCTV footage will not be used for any commercial purposes.

The overall management of the CCTV system will be overseen by members of Highdown School and Sixth Form Centre Leadership Teams with responsibility for the school premises. They are responsible for

ensuring that their CCTV system is operated according to this policy and that regular audits are carried out to ensure that procedures are complied with.

The DPO is responsible for this policy and for conducting the regular, and at least annual, audits of the CCTV systems.

The day-to-day management, administration, maintenance, security and support of the system will be the responsibility of the Estate Manager/IT Managers or other senior person delegated with the responsibility on each of the school sites.

The CCTV system may operate up to 24 hours each day, every day of the year, recording all activity in the areas covered. It is the responsible person's responsibility to ensure that the monitors are correctly sited, taking into account the images that are displayed.

Recordings will be held on system memory for a period of 28 days and then deleted.

The DPO is responsible for deciding what images will be retained, if required. The Estate Manager/IT Manager/other delegated person is responsible for maintaining the recordings, ensuring their security and deleting them within the specified time period on their own school site.

Storing and Viewing of CCTV Images

Recorded material is stored in a way that maintains the integrity of the information and keeps it secure. This is to ensure that the rights of individuals recorded by the CCTV are protected and that the information can be used as either evidence in court or for the management of Highdown School and Sixth Form Centre, as and when required.

If we are keeping information that may be used as evidence in court or for management of Highdown School and Sixth Form Centre we will keep a record/audit trail of how the information is handled.

Recorded images will be viewed only in the Estate Manager Office, or the designated computer currently located in the Behaviour office. The monitoring or viewing of images is restricted to the DPO, Estate Manager, Behaviour Team and Senior Leaders. Senior Leaders may give permission to Heads of Achievement to view footage to help identify students and enable appropriate follow-up. The Heads of Achievement should always be supervised by DPO, Estate Manager, Behaviour Team or Senior Leader while viewing the footage. The Deputy Head Teacher for Safeguarding subject may give access to any Subject Access Requests or requests by law enforcement.

Where images are in an area of particular sensitivity such as communal spaces in washrooms, we will only view recorded images after an incident has occurred.

The only persons authorised to make copies (electronic or paper) of images are the Estate Manager, Deputy Headteacher for Safeguarding, The Behaviour Team or other people specifically directed by the Head teacher or the DPO.

Requests to View or have Copies of images by external agencies or individuals

The DPO will review all requests for disclosure of CCTV images. Such requests can be made under the GDPR, the Data Protection Act 2018 or The Freedom of Information Act 2001. Such requests may come from the police, solicitors or individuals. All requests will be considered in line with our Subject Access Request Policy.

When disclosing surveillance images of individuals, the DPO will consider if obscuring identifying features is necessary or not. This will depend on the nature and context of the footage that is being considered for disclosure.

Breaches of the code (including breaches of security)

The Head teacher of the Academy, or a senior leader acting on their behalf, will initially investigate any breach of the Code of Practice by school staff. Any serious breach of the Code of Practice will be subject to the terms of disciplinary procedures already in place.

A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed will be investigated by the DPO.

Assessment of the scheme and code of practice

The Head teacher, the DPO, or their representative, may carry out performance monitoring, including random operating checks.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Complaints about Highdown School and Sixth Form Centre' CCTV system should be addressed, in the first instance, to the Academies School GDPR lead person, who will investigate all complaints with the Head teacher and/or the DPO in accordance with the Information Commissioner's Code of practice.

To make a complaint, please contact our data protection officer Satswana;
Pembroke House, St. Christopher's Place, Farnborough, Hampshire GU14 0NH
Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF