



**The Kassia Academy**

Part of **KINGS ACADEMY TRUST**

# **CCTV Policy**

The Kassia Academy

**Last reviewed on:** May 2023

**Next review due by:** May 2024

## **1. INTRODUCTION**

- 1.1 The Kassia Academy uses Close Circuit Television (CCTV) within our Academy. The purpose of this policy is to set out the position of the Academy as to the management, operation and use of the CCTV.
- 1.2 This policy applies to all members of our workforce, visitors to the Academy and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including:
  - General Data Protection Regulation (GDPR) and Data Protection Act 2018 (together the Data Protection Legislation)
  - CCTV Code of Practice produced by the Information Commissioner
  - Human Rights Act 1998
- 1.4 This policy sets out the position of the Academy in relation to its use of CCTV.

## **2. PURPOSE OF CCTV**

- 2.1 The Academy uses CCTV for the following purposes
  - To provide a safe and secure environment for pupils, staff and visitors
  - To prevent the loss of or damage to the Academy buildings and/or assets
  - To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

## **3. DESCRIPTION OF SYSTEM**

- 3.1 The Academy has a number of cameras inside and outside of the Academy building. Some cameras have sound recording capabilities and there is a range of movable and fixed cameras.
- 3.2 At The Kassia Academy there are a range of moveable and fixed cameras inside and outside of the Academy.

## **4. SITING OF CAMERAS**

- 4.1 All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils and visitors.
- 4.2 Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The Academy will make all reasonable efforts to ensure that areas outside of the Academy premises and grounds are not recorded.
- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.

- 4.4 Cameras will not be sited in areas where individual have a heightened expectation of privacy, such as changing rooms or toilets.
- 4.5 Cameras may be located in classrooms and where this is the case, the employee and students will all be aware. Access to the footage is restricted and will only be used to fulfil the purposes in 2.1.

## **5. PRIVACY IMPACT ASSESSMENT**

- 5.1 Prior to the installation of or amendment to any CCTV camera, or system, a privacy impact assessment will be conducted by the Academy to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The Academy will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera to avoid recording and storing excessive amounts of personal data.

## **6. MANAGEMENT AND ACCESS**

- 6.1 The CCTV system will be led by the Headteacher.
- 6.2 Any allegations against staff will be referred immediately to the Headteacher and only they will determine who needs to view the footage.
- 6.3 At The Kassia Academy, the CCTV is operated on a day-to-day basis by the Headteacher.
- 6.4 At The Kassia Academy, the viewing of live CCTV images will be restricted to the Headteacher and Administration Team, who will ensure that in doing so, the purposes in 2.1 are satisfied.
- 6.5 At The Kassia Academy, recorded images which are stored by the CCTV system will be restricted to access by the Headteacher and Administration Team.
- 6.6 CCTV images may be used in the investigation of alleged incidents involving staff and/or students and/or visitors/contractors.
- 6.7 No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.
- 6.8 The CCTV system is checked daily to ensure that it is operating effectively

## **7. STORAGE AND RETENTION OF IMAGES**

- 7.1 Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.
- 7.2 Recorded images are stored only for 2 months unless there is a specific purpose for which they are retained for a longer period.
- 7.3 Each academy will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:
  - CCTV recording systems being located in restricted access areas
  - The CCTV system being encrypted/password protected and access only permitted to the Headteacher and Administration Team.
  - Restriction of the ability to make copies to specified members of staff
  - Restriction of repositioning CCTV cameras to be authorised by the Headteacher only.
  - A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained by the academy.

## **8. DISCLOSURE OF IMAGES**

- 8.1 Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images.
- 8.2 Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the Academy's Subject Access Request Policy.
- 8.3 When such a request is made, the Headteacher will review the CCTV footage, in respect of relevant times where appropriate, in accordance with the request.
- 8.4 If the footage contains only the individual making the request, then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The Headteacher must respond appropriately to ensure that the footage is restricted in this way.
- 8.5 If the footage contains images of other individuals, then the Academy must consider whether:
  - The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals
  - The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained or
  - If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request

- A record must be kept, and held securely, of all disclosures which sets out
  - When the request was made
  - The process followed by the Headteacher, in determining whether the images contained third parties
  - The considerations as to whether to allow access to those images
  - The individuals that were permitted to view the images and when
  - Whether a copy of the images was provided, and if so to whom, when and in what format.

## **9. DISCLOSURE OF IMAGES TO THIRD PARTIES**

- 9.1 The Academy will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.
- 9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- 9.3 If a request is received from a law enforcement agency for disclosure of CCTV images, then Headteacher must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third party images.
- 9.4 The information above must be recorded in relation to any disclosure.
- 9.5 If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure then the Data Protection Officer should be contacted in, the first instance and appropriate legal advice may be required.

## **10. REVIEW OF POLICY AND CCTV SYSTEM**

- 10.1 This policy will be reviewed annually or earlier should the need arise.

## **11. MISUSE OF CCTV SYSTEMS**

- 11.1 The misuse of CCTV system could constitute a criminal offence.
- 11.2 Any member of staff who breaches this policy may be subject to disciplinary action.

## **12. COMPLAINTS**

- 12.1 Any complaints relating to this policy or to the CCTV system operated by the Academy should be made in accordance with the Academy Complaints Policy.

## APPENDIX 1: CCTV PRIVACY IMPACT ASSESSMENT TEMPLATE

1. Who will be captured on CCTV?

[Pupils, staff, parents / carers, volunteers, Governors and other visitors including members of the public etc.]

2. What personal data will be processed?

[Facial Images, behaviour, sound, etc.]

3. What are the purposes for operating the CCTV system? Set out the problem that is seeking to be addressed and why the CCTV is the best solution and the matter cannot be addressed by way of less intrusive means.

[Prevention or detection of crime etc.]

4. What is the lawful basis for operating the CCTV system?

[Legal Obligation, legitimate interests of the organisation to maintain health and safety and to prevent and investigate crime]

5. Who is/are the named person(s) responsible for the operation of the system?

[Empty box for response]

6. Describe the CCTV system, including:
- a) how this has been chosen to ensure that clear images are produced so that the images can be used for the purpose for which they are obtained
  - b) siting of the cameras and why such locations were chosen
  - c) how cameras have been sited to avoid capturing images which are not necessary for the purposes of the CCTV system
  - d) where signs notifying individuals that CCTV is in operation are located and why those locations were chosen
  - e) whether the system enables third party data to be redacted, for example via blurring of details of third party individuals.

7. Set out the details of any sharing with third parties, including processors

[Police, subject access, etc. Careful consideration should be given to whether any provider is used in relation to the CCTV system and the access they might have to images. Will those processors send this data outside of the EEA, for example for storage in a cloud based system?]

8. Set out the retention period of any recordings, including why those periods have been chosen

9. Set out the security measures in place to ensure that recordings are captured and stored securely

10 What are the risks to the rights and freedoms of individuals who may be captured on the CCTV recordings?

For example: • is it fair to record them in the way proposed? • How is the amount of data processed to be minimised? • What are the risks of the system being accessed unlawfully? • What are the potential data breach risks? • What are the risks during any transfer of recordings, or when disclosed to third parties such as the police?

11 What measures are in place to address the risks identified?

12 Have parents and pupils where appropriate been consulted as to the use of the CCTV system? If so, what views were expressed and how have these been accounted for?

13 When will this privacy impact assessment be reviewed?



## APPENDIX 2: CCTV –CCTV ACCESS REQUEST RECORD

Name of person making the request:

Date of request received:

Name of person dealing with request:

	<b>Notes</b>
<b>Details of request</b>	Date, time period and location of footage requested
<b>Reason for the request</b>	Why do they want to see the footage
<b>Entitlement to the Data</b> Are they entitled to the data? Consider if the request fits the purpose of the CCTV Policy <ul style="list-style-type: none"> <li>• To provide a safe and secure environment for pupils, staff and visitors</li> <li>• To prevent the loss of or damage to the Academy buildings and/or assets</li> <li>• To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders</li> </ul> If no then the request cannot be complied with.	Indicate the purpose as per the CCTV policy or say why the reason for the request does not fit the policy.
<b>Persons appearing in the footage</b> Does the footage only contain images of the person making the request? If no, have the other individuals in the footage consented to the disclosure of the images, or can their consent could be obtained? If no, then is it reasonable in the circumstances to disclose those images to the individual making the request?	Please put full details
<b>Was the request agreed to?</b>	Explain clearly, why the request was agreed to.
<b>Who was allowed to see the images and when</b>	Please put the names and addresses of all individuals who were allowed to view the images and when they viewed them,
<b>Was a copy of the images and if so in what format and how were they transmitted to the individual making the request.</b>	

Date completed ... ..

Signature of person dealing with request. ....