TEACHERS' HANDBOOK

POLICIES AND PROCEDURES

7.14   POLICY FOR USE OF CCTV SYSTEM

7.14.1   Our CCTV system is carefully placed to cover external vulnerable areas and access points and is designed to provide evidential quality images if required. The location of each camera is individually assessed and positioned in order to provide specific images. The system is intended to view and monitor activity in the immediate area of the school only

The system overall is intended to provide and promote a safe and secure environment for students and staff and to protect the school buildings and resources. Its main aims are to :

- prevent and deter crime and anti-social behaviour
- student and staff safety
- assisting the police and other responsible agencies in the investigation of crime and anti-social behaviour
- supporting where appropriate staff and student disciplinary issues and facilities management

7.14.2   This system shall be used in accordance to all relevant laws and guidelines, including the Data Protection Action 1998, The Human Rights Act 1998, the Protection of Freedom Act 2012 and the Regulation of Investigatory Powers Act 2016.

7.14.3   Signs are displayed at entrance points to the campus to inform staff, students and visitors.

7.14.4   The overall management of the system is the responsibility of the Managing Director – Guido Schillig. On a day to day basis the security and management of the control equipment as in the digital recording process, storing of the recorded images and disposal of the DVD's is the responsibility of the IT Services Manager. Care is taken to ensure that unauthorised persons are not able to see the screen images produced by the system. All cameras, monitors and recording equipment are checked regularly to ensure that they are in working condition and able to fulfil their role.

7.14.5   During monitoring if criminal or suspicious activity of a serious nature is observed then the school will immediately inform the police. Once an incident is reported to the police it will be dealt with in accordance with police procedure.

7.14.6   Recordings from the CCTV surveillance devices are stored in a password restricted computer that is kept in a secure locked room in an alarmed area of the campus. Recordings are kept up to four weeks and are then automatically erased from the computer. Requests to view via the surveillance devices or their recordings must be made by a member of the Management Team to IT Services.

7.14.7   The Data Protection Act provides data subjects (individuals to whom personal data relates) with a right to have access to their personal data held by an organisation, this also includes CCTV images relating to them. Staff or students can make a request to view their footage by applying in writing to the Managing Director. Any application to view CCTV footage is at the discretion of the Managing Director. A fee of £10.00 will be charged for the provision of stored data. Any complaints about the school's CCTV system should be addressed in writing to the Managing Director. Misuse of recorded imagery or the system will be viewed as a disciplinary offence. Staff should note that any breaches of this policy will be individually investigated by the Managing Director and if necessary the appropriate disciplinary action taken.

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