

## CCTV Usage Policy

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**‘Seek Ye First the Kingdom of God...’**

**Matthew 6: 33**

### **Introduction**

At St Patrick's Catholic College our aim is to provide a high quality education based upon the teachings of Christ; where all pupils are valued members of our community and able to develop their talents to the full.

True Catholic education is concerned with academic success and is also about helping all young people to grow and appreciate their own worth and value. It is our responsibility to help pupils realise their dignity and discover their own purpose.

We acknowledge that each person is a unique individual and therefore, we strive to respect each individual irrespective of circumstance, gender, race or creed. We will encourage everyone to develop their unique personality and educate the whole person within a loving and caring Christian environment. To this end we will promote a happy and caring environment within which each individual can develop their potential to the full.

For children to flourish, we are aware that they need to feel safe and happy. At St. Patrick's Catholic College we take the responsibility to protect and promote the safety and welfare of our students very seriously. We recognise this responsibility extends to how we manage the use of CCTV cameras on the school site and so we have put in place appropriate safeguards.

### **1. Introduction**

1.1 The purpose of this policy is to regulate the management, operation and use of the CCTV system at St Patrick's Catholic College.

1.2 St Patrick's Catholic College uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure

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environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

- 1.3 The system comprises of a number of fixed and dome cameras.
- 1.4 The system does not have sound recording capability.
- 1.5 The CCTV system is owned and operated by the school and the deployment of which is determined by the school's leadership team.
- 1.6 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

## **2. Data Protection Act & CCTV Standards**

- 2.1 St. Patrick's Catholic College has chosen to use CCTV in various areas across the school including external entrances and identified areas within the building.

(RIPA) and CCTV Code of Practice issued by the Information Commissioner explains how CCTV systems should be used, so that schools and individuals can enjoy security and safety whilst ensuring that individual rights are upheld. St. Patrick's complies with the Code and adopts good standards of practice which helps towards realising this objective.

- 2.3 Use of CCTV can be affected by a number of Acts including the Data Protection Act, the Human Rights Act and the Regulation of Investigatory Powers Act (RIPA).
- 2.4 Failure to comply with these Acts nor the related codes would cause the school to be in breach of the Law, render any evidence as inadmissible or carry penalties for the school, as the CCTV user, or individual members of staff.

## **3. Objectives of CCTV**

### 3.1

- To increase personal safety and reduce the fear of crime
- To support the police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school.
- To protect the school buildings and their assets

#### **4. Statement of Intent**

- 4.1 The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

- 4.2 CCTV warning signs will be clearly and prominently placed around the school.
- 4.3 The planning and design 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.

#### **5. Siting the Cameras**

- 5.1 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.
- 5.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.
- 5.3 CCTV will not be used in classrooms with the exception of the Shalom Centre (Isolation room).
- 5.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

#### **6. Covert Monitoring**

- 6.1 St Patrick's Catholic College will not engage in Covert Monitoring.

#### **7. Storage and Retention of CCTV images**

- 7.1 Recorded data will normally be retained for a maximum of four weeks, unless an incident occurs which necessitates extraction and retention of said piece of evidence. 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.
- 7.2 All retained data will be stored securely on the school NAS drive.

## **8. Access to CCTV images**

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

## **9. Subject Access Requests (SAR)**

- 9.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 9.2 All requests should be authorised by the Headteacher. Individuals submitting requests 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.
- 9.3 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.

## **10. Access to and Disclosure of Images to Third Parties**

- 10.1 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 (e.g. investigators).
- 10.2 Requests should be made in writing to the Headteacher.
- 10.3 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

## **11. Complaints**

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

## **Further Information**

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2017 (published by the Information Commissioners Office)
- [www.ico.gov.uk](http://www.ico.gov.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

## **Review**

This policy will be reviewed annually in the summer term by the full Local Management Board.

Reviewed & amended:	<b>June 2017</b>
To be 'Approved by Governors':	<b>July 2017</b>
Review Date:	<b>June 2019</b> (or sooner if necessary)

Chair of Governors:

Headteacher: