

THE BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST

CCTV (Closed Circuit Television) Policy

1. INTRODUCTION

- a. The purpose of this policy is to regulate and manage the use of the surveillance and CCTV (Closed Circuit Television) system at sites managed by BEBCMAT (Blessed Edward Bamber Catholic Multi Academy Trust). Cameras are used to monitor and record activities on Trust sites for the purpose of ensuring the safety of the building, staff, students, visitors and to prevent and identify any criminal activity.
- b. The system comprises of a number of fixed and dome camera with PTZ (Pan Tilt Zoom) functionality located strategically around sites, audio is not recorded. These are monitored and controlled by authorised personnel only.
- c. The surveillance system will be registered with the ICO (Information Commissioner's Office) in line with legislation.
- d. The CCTV system is owned by the trust.

2. OBJECTIVES

- a. The objectives of the application of CCTV at trust sites is to:
 - Protect trust buildings and property.
 - Ensure a safe working environment.
 - Maintain the welfare of pupils, staff and visitors.
 - Support Police by offering a form of deterrent to criminal activity and to support any enquiries.

3. OPERATION

- a. The CCTV will be operated 24 hours a day, 365 days a year.
- b. Warning signs must be placed in suitable locations as required by the Code of Practice of the Information Commissioner (See Appendix A).
- c. CCTV operators must not direct cameras outside of the school site, an individual, their property or a specific group of individuals. An exception for this may be for directed surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.
- d. The CCTV system has been designed to cover key points throughout trust sites, however, the trust cannot guarantee that a system will cover or detect all incidents.
- e. Regular checks must be carried out of system functionality, this must include live view, recordings and storage capabilities.

4. STORAGE AND RETENTION

- a. Recorded data will not be retained for longer than necessary.

- b. Any retained data will be stored securely.
- c. Recordings are kept for no longer than 14 days. Any specific recordings that are kept for a longer period will be logged and noted in the CCTV log sheet.
- d. Access to recordings are restricted as set out in section 5.
- e. Any footage that is required to be retained must be downloaded from the system at the very earliest opportunity to prevent any loss of data.

5. SECURITY

- a. Access to the CCTV, software and all data will be strictly controlled and limited to authorised staff.
- b. The authorised system operators are:
 - Site Team
 - Senior Leadership Team
 - IT Support Team
- c. All access to CCTV systems will be controlled by limiting physical access and with the use of password protection.
- d. The main CCTV operating room will be controlled by a secure door access system to limit physical access and record all authorised access.
- e. Regular security audits will be carried out to ensure the system is kept secure at all times.
- f. There must always be at least one authorised system operator in attendance when access to live or recorded footage is required.
- g. Any system faults will be repaired promptly.
- h. A log of all cameras and locations must be kept at all times (See Appendix C).
- i. ALL access to the system must be recorded in a CCTV log sheet (See Appendix B).
- j. ANY footage downloaded must only be saved on an encrypted device and this MUST be noted on the CCTV log sheet in the further comments section.

6. PRIVACY IMPACT ASSESSMENT

- a. The headteacher of the establishment or CEO of the trust should ensure a PIA (Privacy Impact Assessment) is completed prior to the installation of any CCTV system .
- b. The completed Privacy Impact Assessment must be stored securely
- c. In the case of a pre existing CCTV system the headteacher or CEO must consider the ongoing necessity of such a system by reviewing previous Privacy Impact Assessments and deciding if any circumstances have changed.
- d. The Privacy Impact Assessment must look at the proportionality of the system or whether a less intrusive method could be used.
- e. When deciding on a camera location it is important that the details of this is recorded in the camera location log (See Appendix C).

7. COMPLAINTS AND REQUESTS

- a. All complaints about the trust's CCTV system should be addressed to the headteacher of each school.
- b. The General Data Protection Regulation provides Data Subjects with a right to make a Subject Access Request in order to view images of themselves, refer to the Subject Access Procedure for more information.

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Contact Address: Headteacher, St. Mary's Catholic Academy, St. Walburga's Rd, Blackpool FY3 7EQ

Appendix A - CCTV Signage

To meet the requirement of the Data Protection Act 1998 all sites covered by CCTV must ensure that suitable signage is displayed.

- Signs should show clearly the purpose of the CCTV system, contain the relevant contact details of who is responsible for the system and contact details of the data controller.
- Appropriate locations for signage will include:
 - All entrances to the premises
 - Reception
 - At suitable areas internally throughout the building

Example Signage



THIS SCHEME IS OPERATED BY

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**IMAGES ARE BEING MONITORED FOR THE PURPOSE
OF CRIME PREVENTION AND THE PROTECTION
OF STAFF AND STUDENTS**

