



# **GDPR CCTV (Closed Circuit Television) Policy and Code of Conduct**

**GDPR-113**

**(V1.01)**

**September 2023**

**Next review due: September 2024**

## DPR CCTV Policy

### Policy overview

The UK is recognised as a leading user of CCTV and the public are used to seeing CCTV cameras on virtually every high street. Such systems continue to enjoy general public support, but they do involve intrusion into the lives of ordinary people as they go about their day to day business and can raise wider privacy concerns.

We know from research that the public expect CCTV to be used responsibly with proper safeguards in place. The ICO have therefore issued guidance to help organisations who use CCTV to comply with data protection rules and the GDPR 2018 to help them inspire public confidence that they are using CCTV responsibly.

Images of people are covered by the Data Protection Act and GDPR, and so is information about people which is derived from images – for example, vehicle registration numbers. Most uses of CCTV by organisations or businesses will be covered by the Regulation, regardless of the number of cameras or how sophisticated the equipment is.

Surveillance cameras are no longer a passive technology that only records and retains images but is now a proactive one that can be used to identify people of interest and keep detailed records of people's activities, such as with ANPR cameras. The use of surveillance cameras in this way has aroused public concern due to the technology no longer being used solely to keep people and their property safe, but increasingly being used to collect evidence to inform other decisions, such as the eligibility of a child to attend a school in a particular area.

The policy outlines our intended use of CCTV and offers transparency regarding the processing of CCTV data.

# CCTV Policy

## Introduction

Closed Circuit Television Systems (CCTVs) are installed in:

Description	Detail
School name	Overstone Combined School
School address	Church Street
School address 1	Wing
School address 2	
School Post code	LU7 ONY
ICO registration number	

Main contact information for the CCTV system:

Description	Detail
Named Contact	The Caretaker
Contact phone number	01296 688799
Contact email address	caretaker@overstone-wing.org

New CCTV systems and additional cameras will be introduced in consultation with staff, senior management and Governors. Where systems are already in operation, their operation will be reviewed regularly in consultation with staff, senior management and Governors.

## Purpose of Policy

***“The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of both the internal and external environment of the premises under the remit of Overstone Combined School”.***

CCTV systems are installed (externally) on the premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation in the external environments of the premises during both the daylight and night hours each day. CCTV surveillance at the School is intended for the purposes of:

- protecting the school buildings and school assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting law enforcement in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders

## Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material.

## General Principles

Overstone Combined School as the corporate body has a statutory responsibility for the protection of its property, equipment and other plant as well as providing a sense of security to its employees, students and invitees to its premises. Overstone Combined School operates a duty of care under the provisions of Safety, Health and Welfare at Work Act 2005 and associated legislation and utilises CCTV systems and their associated monitoring and recording equipment as an added mode of security and surveillance for enhancing the quality of life of the school community by integrating the best practices governing the public and private surveillance of its premises.

The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring employee performance.

Information obtained through the CCTV system may only be released when authorised by the Head Teacher or Governing Body.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the School, including Equality & Diversity Policy, Dignity at Work Policy, Codes of Practice for dealing with complaints of Bullying & Harassment and Sexual Harassment and other relevant policies, including the provisions set down in equality and other educational and related legislation.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.

Video monitoring of public areas for security purposes within the School premises is limited to uses that do not violate the individual's reasonable expectation to privacy.

Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of the School or a student attending the school site.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the School. Recognisable images captured by CCTV systems are "personal data." They are therefore subject to the provisions of the General Data Protection Regulation 2018.

## Justification for Use Of CCTV

Section 2(1)(c)(iii) of the UK General Data Protection Regulation requires that data is "adequate, relevant and not excessive" for the purpose for which it is collected. Keeping Children Safe in Education (KCSIE) 2023 "surveillance and monitoring". This means that Overstone Combined School needs to be able to justify the obtaining and use of personal data by means of a CCTV system. The use of CCTV to control the perimeter of the school buildings for security purposes has been deemed to be justified by the board of management. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation.

**CCTV systems will not be used to monitor normal teacher/student classroom activity in school.**

## Location of Cameras

The location of cameras is a key consideration. Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. Overstone Combined School has endeavoured to select locations for the installation of CCTCV cameras which are least intrusive to protect the privacy of individuals. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

**CCTV Video Monitoring and Recording of Public Areas in Overstone Combined School may include the following:**

- **Protection of school buildings and property:** The building's perimeter, entrances and exits, lobbies and corridors, special storage areas, cashier locations, receiving areas for goods/services
- **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas
- **Verification of Security Alarms:** Intrusion alarms, exit door controls, external alarms
- **Video Patrol of Public Areas:** Parking areas, Main entrance/exit gates, Traffic Control
- **Criminal Investigations (carried out by law enforcement):** Robbery, burglary and theft surveillance

## Covert Surveillance

Overstone Combined School will not engage in covert surveillance.

## Notification – Signage

The Head Teacher will provide a copy of this CCTV Policy on request to staff, students, parents and visitors to the school. This policy describes the purpose and of CCTV monitoring, a contact number for those wishing to discuss CCTV monitoring and guidelines for its use. Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation. Adequate signage will also be prominently displayed at the entrance to Overstone Combined School property. Signage shall include the name and contact details of the Data Protection Lead as well as the specific purpose(s) for which the CCTV camera is in place in each location.


<p><b>WARNING</b> <b>CCTV cameras in operation</b> <b>Images are being monitored and recorded for the purpose of crime-prevention, the prevention of anti-social behaviour, the prevention of bullying, for the safety of our staff and students and for the protection of Overstone Combined School and its property. This system will be in operation 24 hours a day, every day. These images may be passed to law enforcement.</b> <b>This scheme is controlled by Overstone Combined School</b> <b>For more information contact .....01296 688799.....</b></p>

Appropriate locations for signage will include:

- At entrances to premises i.e. external doors, school gates

- Reception area
- At or close to each internal camera

## Storage & Retention of Data

Section 2(1)(c)(iv) of the General Data Protection Regulation 2018 states that data "shall not be kept for longer than is necessary for" the purposes for which it was obtained. A data controller needs to be able to justify this retention period. For a normal CCTV security system, it would be difficult to justify retention beyond a month (28 days), except where the images identify an issue – such as a break-in or theft and those images/recordings are retained specifically in the context of an investigation/prosecution of that issue.

Accordingly, the images captured by the CCTV system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the Head Teacher. The Head Teacher may delegate the administration of the CCTV System to another staff member. In certain circumstances, the recordings may also be viewed by other individuals to achieve the objectives set out above (such individuals may include the Police or other members of staff, representatives of the Department of Education and Skills, representatives of the HSE and/or the parent of a recorded student). When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

Data will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Similar measures will be employed when using disk storage, with logs of access to the system\data created.

## Access to Recorded Data

Tapes/DVDs/removable media storing the recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to data will be maintained.

Access to the CCTV system and stored images will be restricted to authorised personnel only

In relevant circumstances, CCTV footage may be accessed:

- By law enforcement where Overstone Combined School are required by law to make a report regarding the commission of a suspected crime; or
- Following a request by law enforcement when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Overstone Combined School property, or
- To the HSE and/or any other statutory body charged with child safeguarding; or
- To assist the Head Teacher in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed; or
- To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to Overstone Combined School, or
- To individuals (or their legal representatives) subject to a court order.
- To the School/Trust's insurance company where the insurance company requires information in order to pursue a claim for damage done to the insured property.

**Requests by law enforcement agencies:** Information obtained through video monitoring will only be released when authorised by the Head Teacher. All requests will be logged with details of the data provided.

**Subject Access requests:** On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identified or identifiable. To exercise their right of access, a data subject must make an application in writing to the school. The School/Trust must respond **within 30 days**.

Subject access requests can be made to the following contacts:  
In the first instance please contact the school lead below.

Position	Name	Email	Phone
School Lead	Mrs K Eales	admin@overstone-wing.org	01296 688799
Data Protection Officer	Turn It On	dpo@turniton.co.uk	01865 597620

A person should provide all the necessary information to assist Overstone Combined School in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over by the School/Trust.

In giving a person a copy of their data, the School/Trust may provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

## Responsibilities

The Head Teacher will:

- Ensure that the school is registered with the ICO as notification that CCTV data will be processed (Update August 2019)
- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Overstone Combined School
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within Overstone Combined School
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring at Overstone Combined School is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Maintain a record of access (e.g. an access log) to or the release of data or any material recorded or stored in the system
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
- Give consideration to both students and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the school and be mindful that no such infringement is likely to take place
- Co-operate with the Health & Safety Officer of Overstone Combined School in reporting on the CCTV system in operation in the school
- Ensure that adequate signage is located at appropriate and prominent locations and displayed as detailed above
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that monitoring systems and data are stored in a secure place with access by authorised personnel only

- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the Head Teacher.
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas

## Security Companies

The school CCTV system is controlled by a security company contracted by the School/Trust. The following applies:

Security companies that place and operate cameras on behalf of clients are considered to be "Data Processors." As data processors, they operate under the instruction of data controllers (their clients). Sections 2(2) and 2C of the General Data Protection Regulation 2018 place a number of obligations on data processors. These include having appropriate security measures in place to prevent unauthorised access to, or unauthorised alteration, disclosure or destruction of, the data, in particular where the processing involves the transmission of data over a network and against all unlawful forms of processing. This obligation can be met by having appropriate access controls to image storage or having robust encryption where remote access to live recording is permitted. Staff of the security company have been made aware of their obligations relating to the security of data.



## Contact information and review

If you would like to discuss anything in this policy, please contact:

Position	Name	Email	Phone
School lead	Mrs K Eales	admin@overstone-wing.org	01296 688799
Data Protection Officer	Turn It On	dpo@turniton.co.uk	01865 597620

## Policy update information (policy number GDPR-113)

This policy is reviewed annually and updated in line with data protection legislation.

### Policy review information

Review date	Reviewed by
10-06-2018	turn IT on
16-08-2018	turn IT on
10-08-2019	turn IT on
01-08-2020	turn IT on
02-08-2021	turn IT on
04-08-2022	turn IT on
01-08-2023	turn IT on

### Policy update information

Review date	Revision	Description on change	By
10-06-2018	1.00	Draft release	turn IT on
19-06-2018	1.00	Full release	turn IT on
16-08-2019	1.01	Full release review	turn IT on
01-08-2021	1.01	Full release review	turn IT on