



# Hutton Church of England Grammar School and Sixth Form

## CCTV Policy

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<b>Date Reviewed:</b>	<b>March 2025</b>
<b>Next Review Date:</b>	<b>March 2028</b>
<b>Adopted by Governors Policy Review Group:</b>	<b>April 2025</b>
<b>Adopted by Full Governors:</b>	<b>April 2025</b>

## 1. Purpose

The Purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Hutton CofE Grammar School, which shall be hereafter referred to as "School". CCTV systems are installed both internally and externally on the premises for the purpose of enhancing security of the building as well as creating mindfulness among the occupants, at any one time, that a surveillance security system is in operation in the external environs of the premises during both the daylight and night hours each day.

CCTV surveillance on the premises and grounds is intended for the purposes of:

- protecting the School buildings and school assets, both during and after school hours;
- protecting all members of the school community during and after school hours
- preventing, detecting and investigating incidents of crime and anti-social behaviour (including theft and vandalism);
- supporting the police in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that the School rules are respected so that the School can be properly managed.

The system does not have full sound recording capability. The CCTV system is owned and operated by the School, the deployment of which is determined by the School's leadership team. The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and members of the School community.

The School's CCTV is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

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 operators are made aware of their responsibilities. All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

## 2. Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. The School complies with the Information Commissioner's Office (ICO).

CCTV information signs will be clearly and prominently placed at the main external entrance to the School. Signs will contain details of the purpose for using CCTV.

The planning and design have endeavoured to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the School.

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 School premises is limited to uses that do not violate the individual's reasonable expectation of 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.

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 and Data Protection Act 2018.

### **3. Location of Cameras**

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed (as described above), 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 the images captured comply with the legislation.

The School will make every effort to position the cameras so that their coverage is restricted to the School premises.

Members of staff will have access to details of where CCTV cameras are situated.

Location of Cameras will cover: corridors, car parks, MUGA, pupil communal outside areas, pupil toilet communal areas, reception, main school gates and exits.

### **4. Storage and Retention of CCTV Images**

Recorded data will not be retained for longer than 31 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

Where data is retained for longer than 31 days, an electronic file held on a secure central server where specific CCTV image/recordings are retained will be kept. The Data Protection Act and GDPR do not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention will reflect the School's purposes for recording information, and how long it is needed to achieve this purpose.

The School will store data securely at all times.

## **5. Access to CCTV Images**

Access to recorded images will be restricted to the staff authorised to view them and will not be made widely available. Supervising the access and maintenance of the CCTV System is the responsibility of the Headteacher. The Headteacher may delegate the administration of the CCTV System to another staff member. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to know basis.

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

Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

All requests should be made in writing to the Data Protection Officer who can be contacted by email to [bursar@huttongrammar.org](mailto:bursar@huttongrammar.org). Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: specific times, dates and locations.

The School will respond to requests within 30 days of receiving the request but if a request is received outside of the School term this may not be possible depending on the availability of access to the cameras and individuals who are authorised to view and download footage. Applicants may view the CCTV footage if available and copies may be made available if it is possible to provide the data without compromising the rights of other individuals in line with GDPR.

The School reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

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

There will be no disclosure of recorded data to third parties other than to law enforcement or other 'competent authorities'. In these cases, footage will only be shared where there would be a reasonable need to access the data for law enforcement purposes such as the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including safeguarding against and prevention of threats to public security. The lawful basis for sharing under GDPR would be Article 6(1)(f).

If an order is granted by a Court for disclosure of CCTV images, then this should be complied with and the lawful basis for sharing would be Article 6(1)(c). This provides a lawful basis to share personal data where it is necessary for us to comply with a legal obligation. However, careful consideration must be given to exactly what the Court order requires. If the school has any concerns regarding disclosure and whether it is lawful, proportionate or appropriate, legal advice will be obtained.

Requests for images should be made in writing to the Data Protection Officer.

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.

## 8. Responsibilities

The Headteacher's responsibilities include:

- Ensuring that the use of CCTV systems is implemented in accordance with this policy.
- Overseeing and co-ordinate the use of CCTV monitoring for safety and security purposes within the School.
- Ensuring that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensuring that the CCTV monitoring is consistent with the highest standards and protections.
- Reviewing camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- Maintaining a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system.
  - Ensuring that monitoring recorded tapes are not duplicated for release.
- Ensuring that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
  - Giving 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.
  - Ensuring 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.
  - Ensuring 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".
  - Ensuring that monitoring tapes are stored in a secure place with access by authorised personnel only.
  - Ensuring that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 31 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 Headteacher.
  - Ensuring 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.
  - Ensuring that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- Ensuring that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

The Data Protection Officer's responsibilities include:

- Dealing with Freedom of Information requests and Subject Access Requests (SARs) in line with legislation, including the Freedom of Information Act 2000.
- Ensuring that all data controllers in Schools handle and process surveillance and CCTV footage in accordance with data protection legislation.
- Ensuring that surveillance and CCTV footage is obtained in line with legal requirements.

- Reporting to the highest management level of the school, e.g. the Governing Board
- Monitoring the performance of the School's Data Processing Impact Assessment (DPIAs) in relation to the use of CCTV.

### **9. Breaches Including Security Breaches**

Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher in order for appropriate disciplinary action to be taken.

Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

### **10. Data Protection Impact Assessments and Privacy by Design**

CCTV has the potential to be privacy intrusive. The School will perform a Data Protection Impact Assessment when installing or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary and proportionate and address a pressing need identified.

### **11. Policy Review**

The Headteacher is responsible for monitoring and reviewing this policy. This policy will be reviewed every 3 years. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.