

South Bromsgrove High

CCTV Policy

Adopted by the Governing Body
Reviewed
Next Review Due
Policy responsibility

December 2017
December 2018
December 2019
Facilities Manager

South Bromsgrove High CCTV Policy

At South Bromsgrove High School, we take our responsibility towards the safety of staff and students very seriously. We use Closed Circuit Television (CCTV) cameras to monitor the members of our school community for the security and protection of staff, students and visitors, to help improve security of buildings and facilities.

The CCTV system owned and managed by South Bromsgrove High School, will not allow other third parties direct access to the contents recorded (except police and BAMFM (Facility owners))

The purpose of this policy is to manage and regulate the use of the CCTV system at South Bromsgrove High School to ensure that:

- Everyone complies with the Data Protection Act 1998.
- Images captured, are only useable for the purposes they are required for.
- We reassure those persons whose images are captured, that they are handled in accordance with data protection legislation.

This policy covers the use of CCTV and other systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- Maintain a safe environment.
- Ensure the welfare of students, visitors and staff
- Deter criminal acts against persons and property
- Observing and monitoring

Common CCTV systems are now based around digital technology and therefore need to be treated as information that will be processed under the general principles of the Data Protection Act 1998. We will be following the CCTV Code of Conduct generated by the Data Protection Commissioner in July 2000 (available via the Information Commissioner's Office).

South Bromsgrove High School is committed to ensure that the data will be

- fairly and lawfully processed
- processed for required and legal purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in accordance with individuals' rights
- secure

The purpose of the scheme is to ensure that key areas of the site of South Bromsgrove High School are available for recording and monitoring, from intentional or accidental hurt and are kept secure from intrusion, damage or disruption, or for such incidents to be monitored, either in real-time or for subsequent investigation.

The CCTV system will be registered with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act 1998. The CCTV system is a closed digital system which does not

record audio. Warning signs have been placed throughout the premises where the CCTV system is active, as mandated by the Code of Practice of the Information Commissioner. Recordings will only be released following a written request from the police, or in respect of a subject access request.

The quality of images produced by the equipment will be such that positive matches against any existing member of staff, student, authorised visitor or unauthorised intruder may be made by nominated personnel or legal authorities. This may only be done in accordance with the purpose of the scheme, e.g. legal authorities identifying intruders, Senior Leaders identifying individuals.

Images will only be retained for as long as they are required. The system will automatically delete recordings after a maximum of 14 days in accordance with the Data Protection Act 1998. Images will be kept no longer than is necessary.

Records of assessments made will be logged, including who requested the review, who made the assessment, which individuals were involved and whether the match was positive or not.

All cameras and equipment will undergo regular maintenance, by South Bromsgrove High School staff or by third party contactors.

Access to the CCTV system, software and data will be strictly limited to authorised operators and will be password protected. Live and recorded materials will only be viewed by authorised operators for the purpose of reviewing incidents, and as a result images may be released to the police for the detection of crime under section 29 of the Data Protection Act 1998

CCTV Authorised Operators are:

Mr Chris Smith – Head Teacher
Mr James Siddle – Deputy Head
Mr Ian Medicott – Deputy Head
Miss Kristy Pascoe – Deputy Head
Mr Paul Reizlein – Network Manager
Miss Janet Lines – Facilities Manager
Mrs Penny Simpson – Student Support Worker
Mrs Catherine James – Student Support Worker
Mr Roddy Keenan – Student Support Worker

The main control and recording facility is kept secure and locked at all times.

Location of screens with cameras displayed on them

All cameras are visible in the ICT Support office; individual access is available on any PC by the nominated users stated.

Location of Cameras within South Bromsgrove High School & Sixth Form

1st floor main stairs corridor

2nd floor main stairs corridor