



## **CRAMLINGTON LEARNING VILLAGE**

### **CCTV POLICY**

<b>Policy reviewed and adopted by Trustees</b>	<b>Summer 2019</b>
<b>Version</b>	<b>2019-2020</b>
<b>Approved By</b>	<b>Full Governing Body</b>
<b>Date of next review</b>	<b>Summer 2020</b>
<b>Responsible Officer</b>	<b>Richard Majer, Data Manager</b>

# CCTV POLICY STATEMENT

## 1.0 Owner

Cramlington Learning Village (CLV) has in place a CCTV surveillance system, hereby known as “the system” on the school site. Images are monitored and recorded centrally and will be used in strict accordance with this policy. The system is owned by Cramlington Learning Village, Highburn, Cramlington NE23 6BN.

The Headteacher (HT) is responsible for the operation of the system and for ensuring compliance with this policy and the procedures.

Headteacher  
Mrs W Heslop  
Cramlington Learning Village  
Highburn  
Cramlington  
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NE23 6BN

## General Data Protection Regulation (GDPR):

CCTV digital images, if they show a recognisable person, are personal data and are covered by the General Data Protection Regulation. This Policy is associated with the CLV Data Protection Policy, the provisions of which should be adhered to at all times.

The CLV Data Protection Officer is responsible for the CLV Data Protection Policy, along with the Headteacher.

## 2.0 The system

2.1 The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors; Multiplexers; digital recorders; Public information signs.

2.2 Cameras will be located at strategic points on the school site, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focussing on the frontages or rear areas of private accommodation.

2.3 Signs will be prominently placed at strategic points and at entrance and exit points of the school site to inform staff, students, visitors and members of the public that a CCTV installation is in use.

2.4 Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

## 3.0 Purpose of the system

3.1 The system has been installed by CLV with the primary purpose of reducing the threat of crime generally, protecting CLV's premises and helping to ensure the safety of all CLV's staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary

proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken. Including and not restricted to use in exclusion decisions & any disciplinary meeting.

- Facilitate the movement of vehicles on site.
- To provide management information relating to employee compliance with contracts of employment.

3.2 The system will not be used:

- To provide recorded images for the world-wide-web.
- For any automated decision taking

#### **4.0 Recording**

4.1 Digital recordings are made using digital video recorders. Incidents may be recorded in real time.

4.2 Images will normally be retained for fourteen days from the date of recording, and then automatically overwritten. Once a hard drive has reached the end of its use it will be erased prior to disposal.

4.3 All hard drives and recorders shall remain the property of CLV until disposal and destruction.

#### **5.0 Access to images**

5.1 Authorisation to view images will be restricted to Senior Leadership Team (SLT), Learning Managers, Pastoral Coordinators or IT Network Support Staff. These people may authorise the viewing of images by other members of staff only when it is necessary to fulfil the objectives of the system, for example to identify a person in an image. Only the Headteacher or Deputy Headteachers may authorise the viewing of images by non-staff members where it is necessary for the purposes of meeting the objectives of the system.

#### **5.2 Access to images by third parties**

Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- Relevant legal representatives
- The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of a crime
- People whose images have been recorded and retained unless
- disclosure to the individual would prejudice criminal enquiries or
- criminal proceedings.
- Emergency services in connection with the investigation of an accident.

#### **5.3 Access to images by a subject**

CCTV digital images, if they show a recognisable person, are personal data and are covered by the General Data Protection Regulation. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the Regulation. They do not have the right of instant access.

5.4 A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Data Protection Officer.

- 5.5 The Data Protection Officer will then arrange for a copy of the data to be made and given to the applicant. The applicant must not ask another member of staff to show them the data, or ask anyone else for a copy of the data. All communications must go through the CLV Data Protection Officer.
- 5.6 The General Data Protection Regulation gives the Data Protection Officer the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.
- 5.7 If it is decided that a data subject access request is to be refused, the reasons will be fully documented and the data subject informed in writing, stating the reasons.

## **6.0 Complaints**

- 6.1 It is recognised that members of CLV and others may have concerns or complaints about the operation of the system. Any complaints about the school's CCTV system will follow the school's usual complaints procedure.

## **7.0 Public Information**

- 7.1 Copies of this policy will be available to the public from the school upon request or can be found on the school website.