



Use of CCTV Systems Policy and Data Impact Statement

1 Policy Statement

Brook Green Centre for Learning uses Close Circuit Television (“CCTV”) within the premises of the school. The purpose of this policy is to set out the position of the school as to the management, operation and use of the CCTV.

This policy applies to all members of our Workforce, visitors to the school premises and all other persons whose images may be captured by the CCTV system.

This policy takes account of all applicable legislation and guidance, including:

- General Data Protection Regulation (“GDPR”)
- Data Protection Act 2018 (together the Data Protection Legislation)
- CCTV Code of Practice produced by the Information Commissioner
- Human Rights Act 1998

This policy sets out the position of the school in relation to its use of CCTV.

2 Purpose of CCTV

Brook Green uses CCTV for the following purposes:

- To provide a safe and secure environment for students, staff and visitors
- To prevent the loss of, or damage to, buildings and/or assets
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders
- To assist in the management of the workforce and any subsequent allegations of misconduct

3 Description of system

Brook Green operate a CCTV system with a range of cameras. All of these cameras are in fixed locations and some have sound recording capabilities.

4 Siting of Cameras

All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, students and visitors.

Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance.

Signs are erected to inform individuals that they are in an area within which CCTV is in operation.

Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets.

5 Privacy Impact Assessment

Prior to the installation of any CCTV camera, or system, a privacy impact assessment will be conducted to ensure that the proposed installation is compliant with legislation and ICO guidance.

A privacy by design approach will be adopted when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

6 Management and Access

The CCTV system will be managed by the Business Manager and Headteacher.

The viewing of live CCTV images will be restricted to the Business Manager, Premises Manager, Headteacher or SLT.

Recorded images which are stored by the CCTV system will be restricted to access by password control.

No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy (Para 8 below) as to disclosure of images.

The CCTV system is checked weekly by the Business Manager or Premises Manager to ensure that it is operating effectively

7 Storage and Retention of Images

Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.

Recorded images are stored only for a period of 30 days unless there is a specific purpose for which they are retained for a longer period.

Brook Green will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:

- a) CCTV recording systems being located in restricted access areas;
- b) The CCTV system being encrypted/password protected;

- c) Restriction of the ability to make copies to specified members of staff
- d) A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained.

8 Disclosure of Images to Data Subjects

Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images.

Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the schools Subject Access Request Policy.

When such a request is made the Headteacher will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.

If the footage contains only the individual making the request, then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The Headteacher must take appropriate measures to ensure that the footage is restricted in this way.

If the footage contains images of other individuals, then the Headteacher must consider whether:

- The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
- The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
- If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

A record must be kept, and held securely, of all disclosures which sets out:

- When the request was made;
- The process followed by Headteacher in determining whether the images contained third parties;
- The considerations as to whether to allow access to those images;
- The individuals that were permitted to view the images and when; and
- Whether a copy of the images was provided, and if so to whom, when and in what format.

9 Disclosure of Images to Third Parties

- Recorded CCTV images will only be disclosed to third parties where it is permitted to do so in accordance with the Data Protection Legislation.

- CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- If a request is received from a law enforcement agency for disclosure of CCTV images then Headteacher must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third party images.
- The information above must be recorded in relation to any disclosure.
- If an order is granted by a Court for disclosure of CCTV images then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

10 Review of Policy and CCTV System

This policy will be reviewed as necessary.

The CCTV system and the privacy impact assessment relating to it will be reviewed as necessary, or when changes to the CCTV system are proposed.

Misuse of CCTV systems

The misuse of CCTV system could constitute a criminal offence.

Any member of staff who breaches this policy may be subject to disciplinary action.

11 Complaints relating to this policy

Any complaints relating to this policy or to the CCTV system operated by the School should be made in accordance with the School Complaints Policy.

This policy was reviewed by the school, DPO and Health & Safety Governor in September 2020.

Approved by Board of Governors 22nd October 2020.

Next review: Summer 2023

**Brook Green Centre for Learning
CCTV Data Impact Statement**

1 Who will be captured on CCTV?

Students, staff, parents / carers, volunteers, Governors and other visitors including members of the public.

2 What personal data will be processed?

Facial Images, behaviour, language.

3 What are the purposes for operating the CCTV system?

Safeguarding, prevention or detection of crime and reduce anti-social behaviour and behaviour management, manage workforce issues including use within disciplinary procedures.

4 What is the lawful basis for operating the CCTV system?

The school has a Legal Obligation to protect students, staff and visitors of the school from harm, Safeguarding, legitimate interests of the organisation to maintain health and safety and to prevent and investigate crime

5 Who is/are the named person(s) responsible for the operation of the system?

Headteacher
Business Manager
Premises Manager

6 What are the benefits of using surveillance cameras?

Improved security, improved health, safety and safeguarding due to the ability to continuously monitor the site and person who may be at risk. Improved pupil behaviour

7 Describe the CCTV system, including:

A fixed CCTV system with cameras located within the school grounds (internally and externally). The cameras are high specification to ensure that clear images and sound when used, are produced to be used for the purpose for which they are obtained.

Signs indicating that CCTV is in operation are located at various locations within the site. These are located at the main entrances, within the car park and footpaths throughout school so that they are clearly visible to all stakeholders

8 Set out the details of any sharing with third parties, including processors

CCTV footage maybe provided to external parties such as the Police, LADO or through subject access requests. Careful consideration will be given to whether any provider is used in relation to the CCTV system and the access they might have to images.

All data is recorded on the CCTV server in the server room, and can be accessed on a laptop in the Premises office, on a PC in the Business Managers office and The Exchange. Also viewed on the Headteacher's and Business Manager's iPads.

9 Set out the retention period of any recordings, including why those periods have been chosen

30 days retention unless required for an investigation.

10 Set out the security measures in place to ensure that recordings are captured and stored securely

CCTV footage is only accessible on equipment which is password protected. Only Key individuals have access to this equipment.
The footage is stored on the CCTV Server with no other access

11 What are the risks to the rights and freedoms of individuals who may be captured on the CCTV recordings?

- Identification of an individual
- Loss of data if recordings disclosed to a third party (such as the police) if data not encrypted
- Misuse of data if accessed by non-authorized individual

12 What measures are in place to address the risks identified?

- Is it fair to record them in the way proposed? Yes, we have a duty of care to our students, staff and visitors and CCTV facilitates this
- How is the amount of data processed to be minimised? 30 days retention period and only accessed by key individuals
- What are the risks of the system being accessed unlawfully? Low – password protected and only key individuals have access
- What are the potential data breach risks? CCTV footage released publically without consent – loss of data.
- What are the risks during any transfer of recordings, or when disclosed to third parties such as the police? Loss of data – Secure Encrypted USB to be used when transferring any data

13 Have parents and students where appropriate been consulted as to the use of the CCTV system? If so, what views were expressed and how have these been accounted for?

CCTV Installation was approved by the Board of Governors,

14 When will this privacy impact assessment be reviewed?

As required or with any changes to CCTV system.

Approval:

This assessment was approved by the Data Protection Officer:

DPOLee LeMarquand

Date25.09.2020.....