



# CCTV Usage Policy

<b>Review Period</b>	Annually
<b>Person Responsible for Policy</b>	Governance Lead
<b>Governing Committee</b>	Trust Board
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## Contents

### Table of Contents

PART A.....	4
1.1 Application .....	4
1.2 Approval and review: .....	4
1.3 Terminology .....	4
1.4 Responsibilities .....	5
1.5 Associated policies and procedures.....	5
PART B.....	6
2. Introduction .....	6
3. Purpose of This Policy .....	6
4. Operational Information .....	6
5. Management and Access .....	7
6. Storage and Retention of Images.....	8
7. Disclosure of Images to Data Subjects.....	8
8. Disclosure of Images to Third Parties .....	9
9. Copying Captured Data onto other media.....	10
10. Misuse of CCTV systems.....	10
11. Complaints about the use of CCTV .....	10

## PART A

### 1.1 Application

This All Saints Multi Academy Trust Procedure applies to the All Saints Multi Academy Trust as a whole and to all the schools and service units in the Trust, in accordance with and pursuant to the Data Protection Policy of the Trust.

All Saints Multi Academy Trust, including all the schools and services within the Trust, their Trustees, governors and staff, must abide by this Procedure.

This Procedure must be read in conjunction with the Trust's Data Protection Policy; all the terms of the Trust's Data Protection Policy apply to the interpretation and implementation of this Procedure; if there is any ambiguity or conflict the Trust's Data Protection Policy must be followed.

In implementing this Procedure the Trust and its schools and staff, must take account of any advice or instruction given to them by the Trust's Data Protection Officer, the Trust's CEO or Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Procedure, the Trust's Data Protection Officer or CEO should be consulted.

### 1.2 Approval and review:

Maintenance of this Procedure is the responsibility of the Trust's CEO.

This Procedure was approved by the Board of Trustees on: **xxx**.

This Procedure is due for review by: **xxx** (School Specific Addendum by **xxx**)

### 1.3 Terminology

The Trust means the All Saints Multi Academy Trust (ASMAT).

- School means a school within the All Saints Multi Academy Trust.
- Headteacher means the headteacher or principal of the school.
- CEO means the chief executive officer of the All Saints Multi Academy Trust.
- Governing Body means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions relating to the governance of the school.
- ASMAT Data Protection Officer means the current Trust Governance Professional.
- School Data Protection Lead means the point of contact for data protection matters for staff, students and parents in the school.

References in this Procedure to a school in the Trust should also be read as the Trust Central Offer for services, functions and staff of the Trust that are not contained within a school budget and/or are not the

responsibility of a Headteacher and/or Local Advisory Council (LAC). With respect to the Trust Central Offer, references in this Procedure to the responsibilities of the Headteacher and Governing Body should be read as the ASMAT CEO and the Trust Boards respectively.

#### 1.4 Responsibilities

For the purposes of data protection legislation All Saints Multi Academy Trust is the Data Controller, and can be contacted by writing to All Saints Multi Academy Trust, Gardners Drive, Liverpool L6 7UR.

The ASMAT Data Protection Officer is: Mr Stephen Brierley

Email: [BrierleyS@allsaintsmat.org](mailto:BrierleyS@allsaintsmat.org)

Telephone: 0151 261 4480

Each school will appoint a lead to be the point of contact for data protection matters for staff, students and parents, and to liaise with the ASMAT Data Protection Officer. The name and contact details must be provided to the Data Protection Officer.

#### 1.5 Associated policies and procedures

The following Trust policies and procedures are directly related to and complement this ASMAT Use of CCTV Procedure:

- ASMAT Data Protection Policy.
- ASMAT Safeguarding Policy and associated school policies and addendums.
- ASMAT Health and Safety Policy.
- ASMAT CCTV Use Procedure School Specific Addendum.

## PART B

### 2. Introduction

All Saints Multi Academy Trust recognises that closed circuit CCTV systems can be privacy intrusive. The purpose of this Procedure is to regulate the management, operation and use of the Closed Circuit Television (CCTV) systems across the Trust.

This Procedure adheres to the UK General Data Protection Regulation (UK GDPR) and the CCTV Code of Practice produced by the Information Commissioner.

### 3. Purpose of This Policy

The purpose of this policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. All Saints Multi Academy Trust use CCTV for the following purposes:

- To provide a safe and secure environment for pupils, staff and visitors
- To increase a sense of personal safety and reduce the fear of crime.
- To prevent the loss of or damage to school buildings and/or assets.
- To assist in the prevention of crime and assist law enforcement agencies in identifying, apprehending and prosecuting offenders.
- To assist in establishing cause of accidents and other adverse incidents and to prevent their re-occurrence.
- To assist in managing the school.

### 4. Operational Information

CCTV cameras are installed in such a way that they are not hidden from view. Signs are predominantly displayed where relevant so that staff, students, visitors and members of the public are made aware that they are entering an area covered by CCTV. The signs also contain contact details as well as a statement of purposes for which CCTV is used.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design has endeavored to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.

Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

CCTV images are not retained for longer than necessary, taking into account the purposes for which they are processed. Data storage is automatically overwritten by the system after a period of 30 days.

Recorded images will only be retained long enough for any incident to come to light (e.g., for a theft to be noticed) and the incident to be investigated. In the absence of a compelling need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 6 months.

## 5. Management and Access

Each Headteacher will identify a named member of staff who will manage the CCTV system, and the system provider will provide technical support. On a day-to-day basis, the viewing of live and / or recorded CCTV images stored by the system will be restricted to members of staff in the school and Trust staff who have been given appropriate permission by the Headteacher, and only for the reasons set out in Section 3. No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this procedure as to disclosure of images.

The member of staff managing the CCTV system will maintain (a) a record of school and Trust staff with permission to view live and recorded CCTV images and (b) a log of the name and specific dates and times of an individual accessing recorded CCTV images.

The Headteacher will ensure there are regular checks to confirm the efficiency of the system and in particular that equipment is properly recording and cameras are functioning to provide clear, usable images.

## 6. Storage and Retention of Images

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

The Headteacher will define the period for which recorded images are routinely stored within their addendum. Any retention of records for a period longer than this will need to be recorded alongside the specific purpose for which they are being kept.

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

The measures in place must include:

- Restriction of access to specific user accounts.
- The CCTV system being encrypted/password protected.
- The ability to make copies must be restricted to specified members of staff

## 7. 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. Such a request will be dealt with using the ASMAT Subject Access Request Procedure.

When such a request is made the member of staff responsible for managing the CCTV system or their appropriately nominated representative will review the CCTV footage, in respect of relevant time period 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 member of staff managing the CCTV system or their representative must act appropriately to ensure that the footage is restricted in this way.

If the footage contains images of other individuals, then the member of staff responsible for managing the CCTV system must consult the ASMAT Data Protection Officer who 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 that sets out:

- When the request was made;
- The process followed by the member of staff 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 – see Section 9.

## 8. Disclosure of Images to Third Parties

All Saints Multi Academy Trust will only disclose recorded CCTV images to third parties, i.e. other individuals other than the data subject, where it is permitted to do so in accordance with the Data Protection legislation and in accordance with the ASMAT Data Protection Policy.

Still images from CCTV recordings may be used by the Headteacher only where it is necessary to fulfil a purpose outlined in Section 3 and taking account of any advice provided by the ASMAT Data Protection Officer.

CCTV images will only be disclosed to law enforcement agencies in line with their legitimate duties, including the police, prosecution 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 any member of staff must follow the Data Protection Policy and refer it to the school Data Protection Lead. Requests will be handled in line with the ASMAT Subject Access Request Procedure.

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. This 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 School Data Protection Lead should seek advice from the ASMAT Data Protection Officer.

#### 9. Copying Captured Data onto other media

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any downloaded media used to record events from the CCTV cloud must be prepared in accordance with the following procedures:

- Each downloaded media must be identified by a unique mark.
- Before use, each downloaded media must be cleaned of any previous recording.
- The named member of staff with responsibility to manage the CCTV system will register on the log the date and time of downloaded media insertion, including its reference.
- Downloaded media required for evidential purposes must be sealed, witnessed and signed by the named member of staff with responsibility to manage the CCTV system, then dated and stored in a separate secure evidence store. If a downloaded media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by named member of staff with responsibility to manage the CCTV system in the same way.
- If downloaded media is archived the reference must be noted.

#### 10. Misuse of CCTV systems

The misuse of CCTV systems could constitute a criminal offence. Any member of staff who breaches this procedure may be subject to disciplinary action.

#### 11. Complaints about the use of CCTV

Any complaints in relation to the school's CCTV system will be handled in line with the relevant school's Complaints Procedure.