

Pensby Primary School



CCTV Code Of Practice

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July 2013 / July 2014/July 2015/July 2016

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Pensby Primary School CCTV Codes of Practice

1. Introduction

The aim of this code of practice is to ensure that the closed circuit television system of Pensby Primary School stands up to scrutiny and is accountable to the very people it aims to protect.

The code of practice is for Pensby Primary School closed circuit television system (CCTV) operated by the School.

2. Definitions

For the purpose of the code of practice the following definitions will apply:

2.1 Location

Pensby Primary School, Greenbank Drive, Pensby CH61 5UE

2.2 CCTV

Closed Circuit Television System

2.3 Manager

The Headteacher/ School Leadership Team/Site Manager

2.4 Data Controller

The Governing Body

3. Scope

This code of practice is binding on all Council employees, all employees of contracted out services and applies to all other persons who may and for whatever reason be present on the schools property.

4. Ownership and Operation

The CCTV system is operated by Pensby Primary School whose personnel are employed directly. The CCTV system, all recorded material and copyright is owned by the school.

5. Principles

The following principles will govern the operation of the CCTV system.

- The CCTV system will be operated fairly and lawfully and only for the purposes authorized by the school and Wirral Council.

- The CCTV system will be operated with due regard for privacy of the individual.
- Any changes to the purposes for which the CCTV system is operated will require the prior approval of the Governing Body and will be published in advance.

6. Purpose of the CCTV System

The system is intended to provide an increased level of security in Pensby Primary School for the benefit of those who work, or visit the building.

The CCTV system will be used to respond to the following key objectives, which will be subject to annual assessment:

- To detect, prevent or reduce the incidence of crime.
- To prevent and respond effectively to all forms of harassment and public disorder.
- To improve communications and the operational response of security patrols in and around the areas where CCTV operates.
- To create a safer community.
- To gather evidence by a fair and accountable method.
- To provide emergency services assistance.
- To assist with health & safety.

As community confidence in the system is essential, all cameras will be operational. An appropriate maintenance program will be established.

6.1 System Details

The CCTV system consists of a number of overt color CCTV cameras situated around the school site, which continuously record activities in that area.

- The digital video recorder is in the site office.
- A monitor displaying images is in the site office.
- Only visual data is recorded.
- Recorded material is held for 30 days and then overwritten.
- Cameras are fixed in position, there is no telemetry.

7. Data Protection Act 1998

The eight principles of the Data Protection Act 1998 will be adhered to and any future changes of legislation will be taken into account.

- Obtain and process personal data fairly and lawfully.
- Obtain, hold and use data only for the purposes specified.
- Use the data only for the purpose, and disclose only to the people, shown within these policies and procedure.
- Only hold data which is adequate, relevant and not excessive in relation to the purpose for which the data is held.
- Ensure personal data is accurate and, where necessary, kept up to date.
- Hold data for no longer than is necessary.
- Personal data will be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
- Take security measures to prevent unauthorized or accidental access to, alteration, disclosure, or loss and destruction of information.
- Personal data will not be transferred outside the EEA without ensuring there is an adequate level of protection in relation to the processing of personal data.

8. Access to Information

The Freedom of Information Act 2000 and the Data Protection Act 1998 will be adhered to. Any request for disclosure of information must be made to the Headteacher and/or the Governing Body.

Requests for information by the Police and other authorities must be must also be made through the Headteacher and/or the Governing Body.

8.1 Primary request to view data

Primary requests to view data generated by the CCTV system are likely to be made by third parties for any one or more of the following purposes:

- Providing evidence in criminal proceedings (Police and Criminal Evidence Act 1984, Criminal Procedures & Investigations Act 1996).
- Providing evidence for civil proceedings or tribunals.
- The investigation and detection of crime.
- Identification of witnesses.

8.2 Third parties

Third parties which should be required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- Police.
- Statutory authorities with powers to prosecute.
- Solicitors.
- Plaintiffs in civil proceedings.
- Accused persons or defendants in criminal proceedings.

Upon receipt of a bona fide request to verify the existence of relevant data the Governing Body will contact the Community Patrol Manager who will ensure:

- No undue obstruction of any third party investigation to verify existence of data.
- The retention of data which may be relevant to a request.
- That there is no connection with any existing data held by the police in connection with the same investigation.

In some cases images may be recorded of children. To protect the children, it may be necessary for a nominated party to view the images and report back on the viewings, in order to protect the identity of children. In this case a nominated Governor from the Data Protection/Freedom of Information Committee will view and report on the image. In the case of appeal, the Chair of Governors would then view and report back on the image.

9. Public Information

A copy of this code of practice will be made available to anyone requesting it.

10. Signage

Signs will be placed in the locality of the cameras. The signs will indicate:

- The presence of monitoring and recording.
- The ownership of the system.
- Contact telephone number.

11. Complaints

Any use of the CCTV system or materials produced which is outside the code and is inconsistent with the objectives of the system will be considered gross misconduct.

Misuse of the system will not be tolerated; continuing public support is vital. Any person found operating outside these codes without good and reasonable course will be dealt with under the schools disciplinary system. If any breach

constitutes an offence under criminal or civil law then court proceedings may be taken.

Any complaint concerning misuse of the system will be treated seriously and investigated by Governing Body. They will ensure that every complaint is acknowledged in writing within seven working days which will include advice to the complainant of the enquiry procedure to be undertaken.

Where appropriate the Police will be asked to investigate any matter recorded by the CCTV system which is deemed to be of a criminal nature.