

ILLUMINATE MINDS TRUST

CLOSED CIRCUIT TV (CCTV) POLICY



Reviewed Summer Term 2024
Next Review Summer Term 2027

Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school. The system comprises a number of static cameras located around the school site. All cameras can be monitored from the SLT Office, Main reception and Premises managers office.

This Code follows Data Protection Act guidelines.

The CCTV system and data is owned by the school.

Objectives of the CCTV system

- To protect the school buildings and assets of the school.
- To increase personal safety and reduce the fear of crime.
- To support the Police in a bid to deter and detect crime.
- To assist in managing the school.

Statement of intent

The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and Commissioner's Code of Practice.

The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and its staff, students and visitors.

Cameras are strategically focussed on the school buildings and around entrances/exits, with images recorded in real time 24/7.

Maintenance of the CCTV system is carried annually and the system is checked regularly to ensure the equipment is working correctly.

Recordings/Images are kept for a minimum of 2 weeks, Images that are stored on, or transferred on to, removable media such as CDs or which are stored digitally are erased or destroyed once the purpose of the recording is no longer relevant.

Access to and disclosure of images

Access to, and disclosure of, images recorded on CCTV is restricted. This is to ensure that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and to those line managers who are authorised to view them in accordance with the purposes of the system.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
- Line managers involved with disciplinary and performance management processes.

Under the UK's data protection laws, including the General Data Protection Regulation (GDPR), individuals have the right on request to receive a copy of the personal data that the School holds about them, including CCTV images if they are recognisable from the image.

Staff training

The trust will ensure that all staff handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the laws regulating data protection and privacy with regard to that system.

Warning signs, as required under the Data Protection Act, have been placed at key points in and around the school building.