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**The Fierté Multi-Academy Trust**

# CCTV Policy



## Document and Version Control

<b>Document Title</b>	CCTV Policy
<b>Effective Date</b>	Autumn 2022 – 2024
<b>Policy Owner</b>	Compliance Officer
<b>Policy Approver</b>	Trust Board

Version	Date	Amended by	Comments
01	Autumn 2022	Linda Webster	New policy issued

Section	Changes Made

## **1.0 Introduction**

- 1.1 The Fierté Multi Academy Trust uses Close Circuit Television (“CCTV”) within the premises of its Academies the purpose of this policy is to set out the position of the Fierté Multi Academy Trust as to the management, operation and use of CCTV.
- 1.2 This policy applies to all members of our Workforce, visitors to the Trust premises and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including:
  - UK General Data Protection Regulation (“UK GDPR”) and the Data Protection Act 2018 (together the Data Protection Legislation).
  - CCTV Code of Practice produced by the Information Commissioner.
  - Human Rights Act 1998
- 1.4 This policy sets out the position of the Trust and its Academies in relation to its use of CCTV.
- 1.5 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual and it helps to promote equality across Fierté Multi- Academy Trust.

## **2.0 Purpose of CCTV**

- 2.1 The Fierté Multi Academy Trust uses CCTV for the following purposes:
  - To provide a safe and secure environment for pupils, staff and visitors.
  - To prevent the loss of or damage to the Trust buildings and/or assets.
  - To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

## **3.0 Description of System**

- 3.1 Cameras are based in internal and external locations within the Trust sites, different Trust sites will use analogue or digital cameras that may be fixed or movable. In some locations CCTV cameras may also record sound.

## **4.0 Positioning of Cameras**

- 4.1 All CCTV cameras will be positioned 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, pupils and visitors.
- 4.2 Cameras will not be positioned, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The Trust will make all reasonable efforts to ensure that areas outside of the Trust premises are not recorded.
- 4.3 Signs are erected to inform individuals that they are in an area within which CCTV is in operation.

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

## **5.0 Data Privacy Impact Assessment**

5.1 A data privacy impact assessment will be conducted by the Trust to ensure that installation is compliant with legislation and ICO guidance.

5.2 The Trust will adopt a privacy by design approach 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.

5.3 If a member of staff is waiting for an emergency personal call then their phone may be left with the Office who with permission will answer and then notify the member of staff.

## **6.0 Management and Access**

6.1 The CCTV system will be managed by the Fierté Multi Academy Trust Technical Team

6.2 On a day to day basis the CCTV system will be operated by members of the Academy or Trust site management teams.

6.3 The viewing of live CCTV images will be restricted to Site Management Teams, Academy and Trust Executive and Leadership Teams.

6.4 Recorded images which are stored by the CCTV system will be restricted to access by Site Management Teams, Academy and Trust Executive and Leadership Teams. In the case of an incident being recorded on the CCTV images the Trust may share images with limited individuals who it deems are key in the management if the incident.

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

6.6 The CCTV system is checked on a regular basis by Academy Site Management and Technical Teams to ensure that it is operating effectively.

## **7.0 Storage and Retention of Images**

7.1 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.

7.2 Recorded images are stored only for a period of 28 days unless there is a specific purpose for which they are retained for a longer period. In such circumstances authorisation for holding recorded images longer than 28 days must be sought from the Head Teacher.

7.3 The Trust 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:

- CCTV recording systems being located in restricted access areas.
- The CCTV system being encrypted/password protected.
- Restriction of the ability to make copies to specified members of staff.

7.4 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 by the Trust.

## 8.0 Disclosure of Images to Data Subjects

8.1 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.

8.2 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 Trust's Subject Access Request Policy.

8.3 When such a request is made a member of the Academy or Trust Executive or Leadership Team will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.

8.4 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 individual member of the Academy or Trust management or leadership team must take appropriate measures to ensure that the footage is restricted in this way.

8.5 If the footage contains images of other individuals, then the Trust 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.
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- If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

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

- When the request was made.
- The process followed by the Academy or Trust Executive or Leadership team 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.
- Whether a copy of the images was provided, and if so to whom, when and in what format.

## 9.0 Disclosure of Images to Third Parties

- 9.1 The Trust will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.
- 9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- 9.3 If a request is received from a law enforcement agency for disclosure of CCTV images, then the member of the Academy or Trust Management or leadership 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 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.
- 9.4 The information above must be recorded in relation to any disclosure.
- 9.5 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.

## **10.0 Review of Policy and CCTV Systems**

This policy, the CCTV systems and the DPIA relating to it will be reviewed bi-annually.

## **11.0 Misuse of CCTV Systems**

- 11.1 The misuse of CCTV system could constitute a criminal offence.
- 11.2 Any member of staff who breaches this policy may be subject to disciplinary action.

## **12.0 Complaints Relating to this Policy**

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