

CCTV POLICY

OUR TRUST'S PRAYER

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.

Amen

1 Policy Statement

- 1.1 The Liverpool Diocesan Schools Trust ("the Trust") uses Close Circuit Television ("CCTV") within the premises of [School] {"the school"}. The purpose of this policy is to set out the position of the Trust as to the management, operation and use of the CCTV at the school.
- 1.2 This policy applies to all members of our Workforce, visitors to the school's 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:
 - 1.3.1 General Data Protection Regulation ("GDPR")
 - 1.3.2 Data Protection Act 2018 (the Data Protection Legislation)
 - 1.3.3 CCTV Code of Practice produced by the Information Commissioner
 - 1.3.4 Human Rights Act 1998
- 1.4 This policy sets out the position of the Trust in relation to its use of CCTV.

2 Purpose of CCTV

- 2.1 The school uses CCTV for the following purposes:
 - 2.1.1 To provide a safe and secure environment for pupils, staff and visitors
 - 2.1.2 To prevent the loss of or damage to the school's buildings and/or assets
 - 2.1.3 To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders
 - 2.1.4 [INSERT AS REQUIRED]

3 Description of system

- 3.1 [Set out a description of the system, including the number of cameras, the technical capabilities of the cameras, whether these have sound recording capabilities, whether these cameras move or are fixed. EXAMPLE: We have three fixed cameras that only record pictures for internal use (they are not equipped for sound recording). They are located strategically within the boundaries of the school grounds.]

4 Siting of Cameras

- 4.1 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, pupils and visitors.
- 4.2 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. The school will make all reasonable efforts to ensure that areas outside of the school's premises are not recorded.
- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.
- 4.4 Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets. *[If cameras are to be sited in classrooms then this should be stated together with justification supported by a privacy impact assessment.]*

5 Privacy Impact Assessment

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

6 Management and Access

- 6.1 The CCTV system will be managed by [INSERT AS APPROPRIATE – THIS SHOULD BE AN INDIVIDUAL WITH APPROPRIATE SENIORITY].
- 6.2 On a day to day basis the CCTV system will be operated by [INSERT AS APPROPRIATE – THIS SHOULD BE AN INDIVIDUAL WITH APPROPRIATE TECHNICAL ABILITIES].
- 6.3 The viewing of live CCTV images will be restricted to [INSERT AS APPROPRIATE – THIS COULD BE AN INDIVIDUAL OR A GROUP OF INDIVIDUALS, BUT THERE MUST BE JUSTIFICATION FOR WHY SUCH INDIVIDUALS REQUIRE THE ABILITY TO VIEW FOOTAGE].
- 6.4 Recorded images which are stored by the CCTV system will be restricted to access by [INSERT AS APPROPRIATE – THIS SHOULD REFLECT THE POSITION AS IN 6.3 ABOVE].
- 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 [DAILY/WEEKLY/MONTHLY] by [INSERT AS APPROPRIATE] to ensure that it is operating effectively

7 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. [Unless the CCTV records a specific incident then it is unlikely to be justifiable to retain any recorded images for more than 28 days. If your system automatically deletes on 30 days, then please change this to 30 days].
- 7.3 The school 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:
- 7.3.1 CCTV recording systems being located in restricted access areas;
 - 7.3.2 The CCTV system being encrypted/password protected;
 - 7.3.3 Restriction of the ability to make copies to specified members of staff
 - 7.3.4 [INSERT AS APPROPRIATE]
- 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 school.

8 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 school's Subject Access Request Policy.
- 8.3 When such a request is made the [INSERT INDIVIDUAL(S) WITH ACCESS TO CCTV] 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 [INSERT INDIVIDUAL WITH ACCESS TO CCTV] 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 school must consider whether:
- 8.5.1 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;
 - 8.5.2 The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
 - 8.5.3 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:
- 8.6.1 When the request was made;
 - 8.6.2 The process followed by [INSERT INDIVIDUAL WITH ACCESS TO CCTV] in determining whether the images contained third parties;
 - 8.6.3 The considerations as to whether to allow access to those images;
 - 8.6.4 The individuals that were permitted to view the images and when; and
 - 8.6.5 Whether a copy of the images was provided, and if so to whom, when and in what format.

[Please note that when a subject access request is made then, unless an exemption applies (such as in relation to third party data that it would be unreasonable to disclose) then the requester is entitled to a copy in a permanent form. We have referred only to "access" as opposed to a "permanent copy" as the school may consider it preferable in certain circumstances to seek to allow access to images by viewing in the first instance without providing copies of images. If an individual agrees to viewing the images only then a permanent copy does not need to be provided. However if a permanent copy is requested then this should be provided unless to do so is not possible or would involve disproportionate effort.]

9 Disclosure of Images to Third Parties

- 9.1 The school 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 [INSERT INDIVIDUAL WITH ACCESS TO CCTV] 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.

- 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 Misuse of CCTV systems

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

11 Complaints relating to this policy

- 11.1 Any complaints relating to this policy or to the CCTV system operated by the school should be made in accordance with the school's Complaints Policy.

Review Schedule

Policy Author	Data Protection Officer (DPO)
Policy Approver	Audit, Finance and Risk Committee
Current Policy Version	1.3
Policy Effective From	21 st June 2022
Policy Review Date	By 21 st June 2024

Revision Schedule

Version	Revisions	By whom
1.0	Original document produced	DPO
1.1	Minor updates to contact information	DPO
1.2	None	DPO
1.3	Minor changes to branding.	DPO