



NIDDERDALE HIGH SCHOOL CCTV POLICY 2017

INTRODUCTION

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system in some areas of the school. The system is a whole school system and is used to monitor general/common areas and outside spaces. This whole school system comprises 9 fixed dome cameras located around the school site. Both systems have a master monitoring location and LAN access systems. All CCTV systems are wholly owned by the school and all cameras are monitored within the School, no external agency or organisation is involved in the monitoring process. This policy follows Data Protection Act guidelines and the code of practice is issued by the Secretary of State under Section 30 of the Protection of Freedoms Act 2012. It also takes account of the Surveillance Camera Code of Practice issued by the Home Office in June 2013 and 'A data protection code of practice for surveillance cameras and personal information' issued by ICO in May 2015.

Objectives of CCTV use

The main objectives of installing and running CCTV systems within the school are to protect the school buildings and their assets and to increase personal safety of all users of the school site. In addition, the system will assist in managing the school. Finally, these systems should support the Police in a bid to deter and detect crime by assisting in identifying, apprehending and prosecuting offenders and as a result help protect members of the public and private property.

Statement of intent

The CCTV Scheme 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 the Commissioner's Code of Practice. The school will treat the system and all information, documents and recordings obtained and used as data which is protected by the Act. Cameras will be used to monitor activities within the school and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school, together with its visitors. Unless an immediate response to events is required, members of staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained from the Headteacher, a record of the need for this action will then be kept by the Headteacher.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the

investigation of a specific crime and with the written authority of the Police. Recordings will never be released to the media for purposes of entertainment.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes the school.

Guiding Principles (as adapted from the Surveillance Camera Code of Practice)

Nidderdale High School will adopt the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need. At Nidderdale High School this is to protect the school buildings and their assets and to increase personal safety of all users of the school site

2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified. At Nidderdale High School cameras are in the main only located in general areas. Cameras in toilet areas only cover access areas.

3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints. Access to the system is via the Headteacher, Assistant Headteachers utilising the support of Site Manager to monitor the system.

4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used. This policy outlines who has responsibilities for the CCTV system.

5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them. This policy is approved by governors, it is published on the school website.

6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged. The system automatically deletes images on a rolling schedule. Any images removed from the system will be recorded and then destroyed once a conclusion to an event has been found.

7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes. This is specified in the roles and responsibilities.

8. We will ensure that surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use. Limited access is given to access the system as defined in the roles and responsibilities section.

10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published. All saved images are recorded.

11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Operation of the system

The CCTV systems at the school will be administered and led by the Headteacher, in accordance with the principles and objectives expressed in this policy. However, the Headteacher will delegate the day to day management of the systems to authorised members of staff. Each of these members of staff will have clear roles and responsibilities (as indicated below) with regard to the daily management and use of the system.

Authorised members of staff and their roles and responsibilities

The following members of staff have been identified as users for the system.

User	Unaccompanied access to the whole school system	View live	View recordings	Transfer data / recordings	Release data / recordings from the school premises	Allow directed surveillance
Headteacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assistant Headteachers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Office Manager /ICT Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teachers	For identification purposes only.					
Students						

Reapproved by Full Governing Body 4 December 2017