



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

**ACADEMY TRUST CCTV POLICY AND
PROCEDURE**

<i>Responsible Board</i>	Academy Trust Board
<i>Policy Officer</i>	Interim HR Director
<i>Date Adopted</i>	October 2018
<i>Review Date</i>	October 2020

1. POLICY STATEMENT

The Academy Trust uses Close Circuit Television (“CCTV”) at several of its Academies. The purpose of this policy is to set out the position of the Academy Trust as to the management, operation and use of the CCTV within the Academy Trust.

This policy applies to all members of staff across the Academy Trust, visitors to our individual premises and all other persons whose images may be captured by the CCTV system.

- This policy takes account of all applicable legislation and guidance, including:
- The General Data Protection Regulation (“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

This policy and procedure set out the position of the Academy Trust in relation to its use of CCTV.

2. PURPOSE OF CCTV

The Academy Trust uses CCTV for the following purposes:

- to provide a safe and secure environment for students, members of staff and visitors;
- to prevent the loss of or damage to the Academy Trust buildings and/or assets; and
- to assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

3. DESCRIPTION OF SYSTEM

Those Academies who use CCTV have fixed and moving cameras on sites. Cameras are not equipped for sound recording.

4. SITING OF CAMERAS

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.

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 Academy Trust will make all reasonable efforts to ensure that areas outside of the Academy Trust premises are not recorded.

Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.

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

5. PRIVACY IMPACT ASSESSMENT

Prior to the installation of any new CCTV camera, or system, a privacy impact assessment will be conducted by the Academy Trust to ensure that the proposed installation is compliant with legislation and ICO guidance.

The Academy Trust will adopt a privacy by design approach when installing new cameras and systems, considering the purpose of each camera as to avoid recording and storing excessive amounts of personal data.

6. MANAGEMENT AND ACCESS

On a day to day basis the CCTV will be operated by members of staff in Academies with delegated authority as appropriate.

The viewing of CCTV images will be restricted to members of staff in Academies with explicit powers to view images, for the reasons set out above.

Recorded images which are stored by the CCTV system will be restricted to access by members of staff within the Academies with explicit powers to view images, for the reasons set out above.

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

The CCTV systems should be checked weekly by the appropriate members of staff in Academies to ensure that it is operating effectively.

7. STORAGE AND RETENTION OF IMAGES

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.

Recorded images should only be stored for a period of seven days unless there is a specific purpose for which they are retained for a longer period.

The Academy 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 will include:

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

A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, should be maintained within each Academy.

8. DISCLOSURE OF IMAGES TO DATA SUBJECTS

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.

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 Academy Trust's Data Protection Policy.

When such a request is made the appropriately nominated representative will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.

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 nominated representative must take appropriate measures to ensure that the footage is restricted in this way.

If the footage contains images of other individuals, then the Academy Trust will 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;
- the other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
- if not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

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

- when the request was made;
- the process followed by the nominated person 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; and
- whether a copy of the images was provided, and if so to whom, when and in what format.

9. DISCLOSURE OF IMAGES TO THIRD PARTIES

The Academy Trust will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.

CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.

If a request is received from a law enforcement agency for disclosure of CCTV images the nominated person 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.

The information above must be recorded in relation to any disclosure.

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

The misuse of CCTV systems could constitute a criminal offence.

Any member of staff who breaches this policy and procedure may be subject to disciplinary action.