



CCTV POLICY AND PROCEDURE

Introduced May 2018
Approved by the Principal

This policy links to and should be read in conjunction with the following policies:

- IT Security Policy
- General Data Protection Regulation (GDPR) Policy
- Complaints, Compliments and Concerns Procedure
- Disciplinary Policy and Procedure

1. Introduction

- 1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Big Creative Academy.
- 1.2 The system comprises a number of fixed and dome cameras located around the Academy site. All cameras are monitored within the Academy by the Academy's Security team on a daily basis.
- 1.3 This policy follows Data Protection legislation and the General Data Protection Regulation (see the Academy's General Data Protection Regulation (GDPR) Policy).
- 1.4 This policy will be subject to review periodically, but at least every three years, to include consultation as appropriate with interested parties.
- 1.5 The CCTV system is owned by Big Creative Academy.

2. Objectives of the CCTV scheme

- 2.1 Big Creative Academy operates CCTV for the following purpose:
 - To protect the school buildings and their assets.
 - To increase personal safety and reduce the fear of crime.
 - To protect and maintain the well-being of young people and vulnerable adults who may be on the site
 - To support the Police in a bid to deter and investigate crime.
 - To assist in identifying, apprehending and prosecuting offenders.
 - To protect members of the public and private property.
- 2.2 The Academy treats the system and all information, documents and recordings obtained and used as personal data.

- 2.3 Cameras will be used to monitor activities within the Academy 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 Academy, together with its visitors.
- 2.4 Data will be kept for three months and then overwritten.
- 2.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released for use in the investigation of a disciplinary or criminal concern at the discretion of the Data Protection Officer (see Appendix A). Any recordings will be used properly, indexed, stored and destroyed after appropriate use.
- 2.6 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 2.7 CCTV coverage within the buildings is motion activated and image only. Within the buildings the CCTV coverage is in corridors, stairwells, all classrooms, and both external module buildings but not staff rooms.
- 2.8 Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the Academy's CCTV.
- 2.9 The CCTV system will be operated 24 hours each day, every day of the year.

3. Responsibility for Operation of the System

- 3.1 The CCTV scheme will be administered and managed by the Director of Operations, in accordance with the principles and objectives expressed in this policy.
- 3.2 The Director of Operations has overall accountability for how the Academy's utilises CCTV systems, including approval, organisation and management of all CCTV systems in use at the Academy.
- 3.3 The day-to-day management will be the responsibility of the IT Manager and Buildings Manager.

4. Control Room

- 4.1 The ICT Technician will check and confirm the efficiency of the system on a regular basis and in particular that the equipment is properly recording and that cameras are functional.
- 4.2 Access to the CCTV facilities will be strictly limited to the Buildings Manager, SMT & IT Manager. Administrative functions will include maintaining recordings and hard disc space, filing and maintaining occurrence and system maintenance logs. This will be undertaken by the ICT Team.
- 4.3 The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption.
- 4.4 The facility must be kept secure at all times.
- 4.5 Any breaches of this code will be investigated as a disciplinary incident under the Academy's Disciplinary Policy and Procedure.

- 4.6 The Governing Body will undertake a monitoring role – to receive an annual report during the autumn term outlining the number and range of requests.
- 4.7 Any complaints about the Academy's CCTV system should be submitted in accordance with the Academy's Complaints, Compliments and Concerns Procedure.

APPENDIX A: CCTV Playback Request Form

Staff Name:

Date of Incident:

Location/Area to be viewed:

Description of Incident:

Starting Time:

Ending Time:

Staff Member Signature:

Date of Request:

Data Protection Officer consent:

I hereby authorise/deny the reviewing & release of the above CCTV request

Approved

Denied

DPO Name:

Signed:

Date:

Police Authorisation (if required)

Crime Ref. Number:

CAD Number:

Police Officer Name:

Rank:

Police Station Attached to:

Station Contact Number:
