THE SOCIETAS TRUST

CCTV and Surveillance Policy

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Reviewed and Agreed by	The Directors' Board
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The Societas Trust:

CCTV and Surveillance Policy

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1. Statement of Intent

The Societas Trust and academies therein, take responsibility towards the safety of staff, visitors and pupils at our academies very seriously.

CCTV systems are installed for the purpose of enhancing the security of the buildings and associated equipment, as well as creating a mindfulness among the occupants, that at any one time, a surveillance system is in operation of the premises during the day and night. Surveillance will be used as a deterrent for violent and aggressive behaviour and damage to the school.

CCTV monitoring of public areas for security purposes is conducted in a manner consistent with all existing policies adopted by this Academy and The Society Trust, including Equality and Diversity, Codes of Practice for complaints of Bullying and Harassment and other educational and related legislation.
This policy prohibits monitoring based on the characteristics and classifications contained in equality, race, gender, disability etc.

Video monitoring of public areas for security areas within school premises is limited to uses that do not violate the individual's reasonable expectation of privacy.

2. Objectives

The surveillance system is used to:

- Maintain a safe environment – protecting the school buildings and school assets both during and after school hours.
- Ensure the health, safety and welfare of pupils, staff and visitors, monitoring behaviour and preventing bullying.
- Deter criminal acts against persons and property, reducing the incidence of crime and anti-social behaviour (including theft and vandalism).
- Supporting the Police in a bid to deter and detect crime
- Ensuring that the Academy rules are respected so that the Academy can be properly managed

3. Purpose

The purpose of this policy is to regulate the management, operation and use of the CCTV Systems used by Academies that form part of The Societas Trust. It will ensure that:

- We reassure those persons whose images are being captured, that the images are being handled in accordance with data protection legislation. We comply with the General Data Protection Regulation (GDPR) effective from May 2018 and the Data Protection Act 2018. Recognisable images captured by CCTV systems are "personal data". They are therefore subject to the provisions contained in the above legislation
- The images that are captured are useable only for the designated purposes.

- All operators/employees are aware of their responsibilities in following the CCTV code of Practice and the restrictions in relation to access to, and disclosure of recorded images.

The CCTV is owned and operated by the school, the deployment of which is determined by the School's Leadership Team. The introduction of or changes to CCTV monitoring will be in consultation with staff and members of the school community.

If the surveillance and CCTV systems fulfil their purpose and are no longer required, the school will deactivate them.

4. The Legal Framework

This policy has due regard to legislation including, but not limited to, the following:

- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- Data Protection Act 2018
- The UK General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

This policy has been created with regard to the following statutory and non-statutory guidance:

- Home Office (2021) 'The Surveillance Camera Code of Practice'
- ICO (2017) 'In the picture: A data protection code of practice for surveillance cameras and personal information'
- ICO (2021) Guide to the UK General Data Protection Regulation (UKGDPR)
- ICO (2022) Video Surveillance

This policy operates in conjunction with the following school policies:

- Information Security Policy
- Freedom of Information Policy
- Data Protection Policy
- Data Retention Policy
- Mobile Phone and Photography Policy

5. Protocols

- The surveillance system will be registered with the ICO in line with data protection legislation.
- The surveillance system is a closed digital system which does not record audio as standard.
- Warning signs have been placed throughout the premises where the surveillance system is active, as mandated by the ICO's Code of Practice.
- The surveillance system has been designed for maximum effectiveness and efficiency; however, the school cannot guarantee that every incident will be detected or covered and 'blind spots' may exist.
- The surveillance system will not be trained on individuals unless an immediate response to an incident is required.
- The surveillance system will not be trained on private vehicles or property outside the perimeter of the school.

6. Location of Cameras

The academy complies with the Information Commissioner's Office (ICO) Video Surveillance Guidance (including CCTV) to ensure it is used responsibly and safeguards confidence in its use. The policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. The Video Surveillance Guidance is published at https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/

The ICO requires CCTV Signs in Operation to be compliant in that they:

- are clearly and prominently placed at the main external entrance(s) to the Academy and public spaces –please see attached plan.
- are clear and visible,
- are of an appropriate size, e.g. if the CCTV is located near a drop off point it needs to be big enough for driver to see it from inside a car.
- Ensure, if it captures images outside the school site, signs are clearly displayed for pedestrians.

For concerns about any images captured on CCTV, please contact the Academy Business Manager or Headteacher of the Academy.

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed (as described above) and care will be taken to ensure that reasonable privacy expectations are not violated.

The location of the equipment is carefully considered to ensure that the images comply with legislation. Every effort is made to position the camera(s) so that their coverage is restricted to the school premises, which includes both indoor and outdoor areas.

CCTV will not be used in classrooms but in limited areas within the school that may have been identified by pupils and staff as not being easily monitored.

- Members of staff will have access to details of where CCTV cameras are situated with the exception of cameras in place for the purpose of covert monitoring.
- The CCTV system will not be used to monitor staff for timekeeping purposes and disciplinary use unless in the event of a safeguarding incident

Monitoring of Public Areas may include

- Protection of school buildings and property - The buildings perimeter, entrances and exits, lobbies and corridors, special storage areas, and receiving areas for goods and services
- Verification of security alarms – intrusion alarms, exit door controls and external alarms
- Video Patrol of public areas – Car Parks – main exit/entrance gates
- Criminal Investigations – burglary and theft
- For safeguarding incidents

Covert Monitoring

For the purpose of this policy a set of definitions will be outlined, in accordance with the surveillance code of conduct:

- Surveillance – monitoring the movements and behaviour of individuals; this can include video, audio or live footage. For the purpose of this policy only video and audio footage will be applicable.
- Overt surveillance – any use of surveillance for which authority does not fall under the Regulation of Investigatory Powers Act 2000.
- Covert surveillance – any use of surveillance which is intentionally not shared with the subjects it is recording. Subjects will not be informed of such surveillance.

The Academy retains the right in exceptional circumstances to set up Covert Monitoring, for example:

- Where there is good cause to suspect that an illegal or serious unauthorised action is taking place, or where there are grounds to suspect serious misconduct;
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances, authorisation will be obtained from the Headteacher, Governing Board and CEO.

Covert monitoring may take place in classrooms when circumstances above are satisfied. It will never be used to observe or assess a teacher's professional performance or used as evidence for capability proceedings.

The school will only conduct surveillance as a deterrent and under no circumstances will the surveillance and the CCTV cameras be present in any changing facility/toilets.

Covert monitoring will cease following completion of an investigation.

7.Roles and Responsibilities

The Headteacher at each academy will:

- Ensure that the use of CCTV systems is implemented in accordance with this policy
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Academy
- Ensure that all existing CCTV monitoring will be evaluated in accordance with this policy
- Ensure that the CCTV monitoring is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Maintain a record of access to or release of any tapes or material recorded or stored on the system
- Ensure that the monitoring tapes are not duplicated for release
- Ensure that in the event that tapes are released that they have been encrypted so they cannot be changed
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
- Give due consideration to the feedback from both pupils, staff and third parties relating to the possible invasion of privacy or confidentiality due to the location of the CCTV camera
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the academy and be mindful that no such infringement is likely to take place
- Ensure that external cameras are non- intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that Monitoring tapes are stored in a secure place with access by authorised staff only.
- Ensure that the images recorded are stored for a period not longer than 31 days and then erased unless required as part of a criminal investigation, court proceedings or other bona fide use as approved by the headteacher
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
- Ensure that the camera control is solely to monitor suspicious behaviour, bullying and criminal damage etc and not to monitor individual characteristics
- Ensure that the camera control is not infringing an individual's reasonable expectation of privacy in public area.

The Data Protection Officer for the Trust is SBM Services (uk) Ltd. Their contact details are Unit 12 Park Lane Business Centre, Park Lane, Langham, Colchester. CO4 5WR Tel 01206 671103 info@sbmservices.co.uk. They will provide advice and guidance relating to the CCTV Policy. The CEO will ensure that there is day to day monitoring and management of data security relating to CCTV at each Academy through the

Headteachers (DPO Representatives) and the specialist IT Professionals at each Academy.

The role of the data protection monitoring officer(CEO) with guidance from the DPO relating to CCTV includes:

- Dealing with freedom of information requests and subject access requests (SARS) in line with legislation, including the Freedom of Information Act 2000
- Ensuring that all data controllers at the school handle and process surveillance and CCTV footage in accordance with data protection legislation.
- Ensuring that surveillance and CCTV footage is obtained in line with legal requirements.
- Ensuring that surveillance and CCTV footage is destroyed in line with legal requirements when it falls outside of its retention period.
- Ensuring consent is clear, positive and unambiguous. Pre-ticked boxes and answers inferred from silence are non-compliant with the UK GDPR
- Keeping comprehensive and accurate records of all data processing activities relating to surveillance and CCTV footage, detailing the purpose of the activity and making these records public upon request.
- Informing data subjects of how their data captured in surveillance and CCTV footage will be used by the school, their rights for the data to be destroyed and the measures implemented by the school to protect individuals' personal information.
- Preparing reports and management information on the school's level of risk related to data protection and processing performance in relation to CCTV.
- Monitoring the performance of the school's data protection impact assessment (DPIA) relating to CCTV and providing advice where requested.

The academy recognises that as a data processor and controller they are responsible for:

- Processing surveillance and CCTV footage legally and fairly.
- Collecting surveillance and CCTV footage for legitimate reasons and ensuring that it is used accordingly.
- Collecting surveillance and CCTV footage that is relevant, adequate and not excessive in relation to the reason for its collection.
- Ensuring that any surveillance and CCTV footage identifying an individual is not kept for longer than is necessary.
- Protecting footage containing personal data against accidental, unlawful destruction, alteration and disclosure – especially when processing over networks.

8. Data Protection Impact Assessments and Privacy by design

CCTV has the potential to be privacy intrusive. The Academy will perform a Data Protection Impact Assessment when installing or moving CCTV Cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary and proportionate and address an identified need.

- The use of surveillance cameras and CCTV will be critically analysed using a DPIA, in consultation with the DPO.
- A DPIA will be carried out prior to the installation of any surveillance and CCTV system.
- If the DPIA reveals any potential security risks or other data protection issues, the Academy will ensure they have provisions in place to overcome these issues.
- Where the Academy identifies a high risk to an individual's interests, and it cannot be overcome, the Academy will consult the ICO before they use CCTV, and the Academy will act on the ICO's advice.
- The Academy will ensure that the installation of the surveillance and CCTV systems will always justify its means.
- If the use of a surveillance and CCTV system is too privacy intrusive, the Academy will seek alternative provision.

9. Security

Access to the surveillance system, software and data is strictly limited to authorised operators and will be password protected.

The school's authorised CCTV system operators are:

- Headteacher.
- Academy Business Manager.
- Office Manager.

The main control facility is kept secure and locked when not in use.

- If, in exceptional circumstances, covert surveillance is planned, or has taken place, copies of the Home Office's authorisation forms will be completed and retained.
- Surveillance and CCTV systems will be tested for security flaws once a month to ensure that they are being properly maintained at all times.
- Surveillance and CCTV systems will not be intrusive.
- The Headteacher, Premises Manager and Academy Business Manager will decide when to record footage, e.g. a continuous loop outside the school grounds to deter intruders.
- Any unnecessary footage captured will be securely deleted from the school system.

- Any cameras that present faults will be repaired immediately as to avoid any risk of a data breach.

- Visual display monitors are located in the Academy Business Manager's office

- Visual CCTV only will be used as standard and any audio CCTV function will be disabled.

- Audio CCTV may only be switched on for a particular purpose and must be approved by the DPO & CEO. There must be a strong rationale and justification for doing so and if the below criteria has been satisfied:

1. Identified a particular need or issue and can evidence that this need must be addressed by audio recording;
2. considered other less privacy intrusive methods of achieving this need;
3. reviewed the other less privacy intrusive methods and concluded that these will not appropriately address the identified issue and the only way to do so is through the use of audio recording.

10.How Data Collected from Surveillance applies to Data Protection Principles

Data collected from surveillance and CCTV will be:

- Processed lawfully, fairly in a manner that people would reasonably expect and in a transparent manner in relation to individuals.

- Collected for specified and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

- Accurate and, where necessary, kept up-to-date; every reasonable step will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures

required by the UK GDPR in order to safeguard the rights and freedoms of individuals.

- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

11. Storage and Retention of CCTV Images

Recorded data is stored on a password protected hard drive system in locked rooms and will not be retained for longer than 31 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue

Where data is retained for longer than 31 days an electronic file held on a secure server where specific CCTV image/recordings are retained will be kept. The Data Protection Act and UKGDPR does not prescribe any minimum or maximum retention periods that apply to all systems or footage. Therefore, retention of data will reflect the Academy's purposes for recording information, and how long it is needed to achieve this purpose.

The school will store data securely at all times. Please see the Data Retention Policy

12. Access to CCTV Images

Access to recorded images will be restricted to staff authorised to view them and will not be made widely available. Supervising the access and maintenance of the CCTV system is the responsibility of the Headteacher. The Headteacher may delegate the administration of the CCTV system to Academy Business Manager. When CCTV images are being viewed, access will be limited to authorised individuals on a need to know basis.

The CCTV Monitor will be positioned in a locked room with restricted access, as previously described, together with the service provider and the IT Consultant relevant to network access.

The Supplier will provide SLA documentation relating to the subject matter, data subjects, nature and purpose of processing and any protective measures.

Subject Access Requests

- Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act (In the event that other data subjects appear on the footage, then these will be redacted, if this is not possible then the school will refuse the request)

- All requests should be made to the school in writing and referred to the CEO and DPO using the SAR Request Form
- The school will verify the identity of the person making the request before any information is supplied.
- The Academy does not have a facility to provide copies of CCTV footage but instead the applicant may view the CCTV footage if available and in suitable form
- The school will respond to requests within 1 calendar month of receiving the request but if received outside the school term this may not be possible. Please refer to the Data Protection Policy Section – Subject Access Requests.
- The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

Access and Disclosure of images to third parties

- There will be no disclosure of recorded data to third parties other than authorised personnel such as the police and service providers to the school where these would reasonable need access to the data (e.g. Investigators)
- If an order is granted by a court for disclosure of CCTV images, then this should be complied with. – The DPO officer should be contacted as appropriate legal advice may be required.

13. Monitoring and Review

This Policy will be reviewed on an annual basis as part of the Trust Policy Register Review by the Compliance and Training Manager in consultation with the DPO, Executive Team and Academy Business Managers. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews. Any such changes will be approved accordingly and communicated to all staff.

The scheduled review of this policy is Summer 2025

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14. Complaints

Complaints will be dealt with in accordance with the Trust's Complaints Policy.

Code of practice **Appendix 1**

1.1. The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.

1.2. The school notifies all pupils, staff and visitors of the purpose for collecting surveillance data via notice boards, letters and emails.

1.3. CCTV cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

1.4. All surveillance footage will be kept for 6 months for security purposes; the Business Manager is responsible for keeping the records secure and allowing access.

1.5. The school has a surveillance system for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, pupils and visitors.

1.6. The surveillance and CCTV system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel only.

1.7. The school will ensure that the surveillance and CCTV system is used to create a safer environment for staff, pupils and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in data protection legislation.

1.8. The surveillance and CCTV system will:

- Be designed to take into account its effect on individuals and their privacy and personal data.
- Be transparent and include a contact point, Academy Business Manager, through which people can access information and submit complaints.
- Have clear responsibility and accountability procedures for images and information collected, held and used.
- Have defined policies and procedures in place which are communicated throughout the school.
- Only keep images and information for as long as required.
- Restrict access to retained images and information with clear rules on who can gain access.
- Consider all operational, technical and competency standards, relevant to the surveillance and CCTV system and its purpose, and work to meet and maintain those standards in accordance with the law.

- Be subject to stringent security measures to safeguard against unauthorised access.
- Be regularly reviewed and audited to ensure that policies and standards are maintained.
- Only be used for the purposes for which it is intended, including supporting public safety, the protection of pupils, staff and volunteers, and law enforcement.

1.9. Be accurate and well maintained to ensure information is up-to-date.

1.10. It is important that access to, and disclosure of, the images recorded by surveillance and CCTV footage is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.

1.11. Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:

- The police – where the images recorded would assist in a specific criminal inquiry
- Prosecution agencies – such as the Crown Prosecution Service (CPS)
- Relevant legal representatives – such as lawyers and barristers
- Persons who have been recorded and whose images have been retained where disclosure is required by virtue of data protection legislation and the Freedom of Information Act 2000

Requests for access or disclosure will be recorded and the headteacher and DPO will make the final decision as to whether recorded images may be released to persons other than the police.

CCTV Signage Example



WARNING
CCTV Cameras in Operation
Images are being monitored and recorded for the purpose of crime-prevention, the prevention of anti-social behavior, the prevention of bullying for the safety of our staff and students for the protection of the Academy and its property. This system will be in operation 24 hours a day, every day. These images may be passed to the police

This scheme is controlled by Ellison Primary Academy
For more information, please contact, Academy Business Manager – Phone Number 01782 613674