

# **Darland High School CCTV Policy**

The Policy follows closely, the model policy adopted in Wrexham County Borough Council

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Darland High School hereinafter referred to as 'the premises' in accordance with the principles of the Data Protection Act 1998 ("the act").

The officer with overall responsibility for this CCTV system is The Business Manager of the school hereafter referred to as 'the Manager'

The system comprises of a number of fixed/static/dome/fully functional (with pan, tilt and zoom facility) cameras located \*internally/externally around the premises. All cameras are monitored by selected senior and administrative staff together with those directly involved in the security of the premises.

The CCTV system is owned by Wrexham County Borough Council ("the Authority") who will review the policy every two years and if appropriate consult with interested parties.

## **OBJECTIVES OF THE CCTV SCHEME**

1. To protect the buildings and their assets
2. To increase personal safety and reduce the fear of crime
3. To support the Police in a bid to deter and detect crime
4. To assist in the identification and apprehension of offender(s)
5. To protect staff and visitors to the premises
6. To assist in the management of the premises

## **STATEMENT OF INTENT**

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Act and will seek to comply with the requirements of both the Act and the Commissioner's Code of Practice.

The users will treat the system and all information, documents and recordings obtained and used as data, which are protected by the Act.

Cameras will only be used to monitor activities within the premises, its car parks and other public areas to identify criminal or anti-social behaviour actually occurring, anticipated or perceived, and for the purpose of securing the safety and well being of the premises together with its staff and visitors.

Staff have been instructed that cameras are not to focus on private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of the use of CCTV will not be used for any commercial purpose. Recorded materials will only be released to the media for use in an investigation of a specific crime and with the written authority of the Police. Recorded materials will never be released to the media for entertainment purposes.

The planning and design of the CCTV system has endeavoured to ensure that the cameras will give maximum effectiveness and efficiency but it is not possible to cover or detect every single incident taking place in the areas covered by cameras.

Warning signs as required by the Code of Practice of the Information Commissioner have been placed prominently in the areas covered by the CCTV system.

## **OPERATION OF THE SYSTEM**

The CCTV system will be administered and managed by the Business Manager (BM) in accordance with the principles and objectives expressed in this code.

The day-to-day management will be the responsibility of the BM during the day, out of hours and at weekends.

## **QUALITY OF IMAGES**

It is important that the images produced by the equipment are as clear as possible in order that they are effective for the purpose(s) for which they are intended. Upon installation, all equipment should be tested to ensure that only the designated areas are monitored and high quality pictures are available in both live and play back mode.

All CCTV equipment must be serviced and maintained on an annual basis.

## **OPERATIONAL CONTROL**

The BM will check and confirm the efficiency of the system daily to ensure that all cameras are working correctly and the system is recording images from those cameras at the required frame rate.

Access to the viewing monitor(s) will be strictly limited to selected senior and administrative staff together with those directly involved in the security of the site. Unless an immediate response to an incident is required, staff must not direct cameras at an individual or a specific group of individuals.

Staff, visitors, contractors and others entering areas with CCTV monitors should be strictly regulated and staff must satisfy themselves as to the identity and purpose of the visit and record these details in a visitor's book.

If an emergency arises out of hours permission must be obtained from the Manager to view or process recorded material. All incidents involving the 'Emergency Services' must be notified.

Other operational functions will include managing and maintaining recordings on tapes or hard disc space, filing and maintaining incident and system maintenance logs.

Retention periods in respect of the film/images will be for a maximum of 30 days, unless retention is necessary for a longer period for example where a law enforcement agency is investigating a crime. During the retention period the images will be kept securely in accordance with the obligations of the Act.

## **RECORDED MATERIAL PROCEDURES**

In the event of an incident, the relevant images / video will be saved on a CD, clearly dated and kept locked up.

Images, which are not required for the purpose(s) for which the equipment is being used, should not be retained for longer than 30 days. While images are retained, it is essential that their integrity be maintained, whether it is to ensure their evidential value or to protect the rights of people whose images may have been recorded.

1. A record will be maintained of the release of recorded materials to North Wales Police or other authorised applicants. A register will be kept for this purpose and available for inspection.
2. Should recorded material be required as evidence, a copy may be released to North Wales Police under the procedures described above. Recorded materials will only be released to the police on the clear understanding that the recorded material remains the property of the Authority and both the recorded material and information contained on it are to be treated in accordance with this code of practice.
3. The Authority also retains the right to refuse permission for the Police to pass to any other person the recorded material or any part of the information contained thereon. On occasions when a Court requires the release of original recorded material then this will be produced from the sealed recording which is retained at the premises in its secure location.
4. The Police may require the Authority to retain the stored recorded material for possible use as evidence in the future. Such recorded material will be properly indexed and properly and securely stored until required by the Police.
5. Applications received from outside bodies (e.g. solicitors) to view or release a copy of the recorded material will be referred to the BM. In these circumstances recorded materials will only be released where satisfactory documentary evidence is produced showing they are required in legal proceedings a subject access request, or in response to a Court Order. Applications received from individuals who are the subject of recordings will be dealt with as a subject access request in accordance with the guidance given below.

### **BREACHES OF THE CODE OR BREACHES OF SECURITY**

The BM will initially investigate any breach of the Codes of Practice by individual staff in order that the appropriate disciplinary action is taken.

If the breach of the Codes of Practice is considered serious then an independent investigation will be carried out by the BM's appropriate Chief Officer to make recommendations on how to remedy the breach and then implement any changes recommended.

### **COMPLAINTS**

Any complaints about the CCTV system should initially be addressed to the Manager.

Complaints will be investigated in accordance with this Code of Practice and Managers can seek advice from either the Councils Security Client Officer or the Council Solicitor in the Legal and Administration Department if necessary.

### **ACCESS BY THE DATA SUBJECT**

The Act provides Data Subjects (individuals to whom personal data relates) with a right to data held about themselves which includes those obtained by CCTV.

Requests for Data Subject Access should be made to the Headteacher.

A fee of £20 in respect of a subject access request can be charged.