



BRANNEL SCHOOL

CCTV POLICY

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Approved by Governors: Proposed Summer 2016

Next Review: Summer 2018

Brannel School owns and operates a Closed Circuit Television (CCTV) system, and it is the school's policy to adhere to the Information Commissioners Office (ICO) CCTV Code of Practice, and comply with legal obligations under the Data Protection Act 1998 (DPA) and Human Rights Act 1998 (HRA).

The purpose of the CCTV system is to assist in the management of the school in terms of enforcing school policies and rules, and for the prevention and detection of criminal activity. The system ensures a safe and secure environment for staff, students and visitors.

The school has approximately 40 fixed and PTZ IP cameras, which capture footage on a Network Video Recorder. The cameras are based at entrances / exits, in corridors and in ICT suites. Care has been taken not to include private property within images. The quality of images is such that individuals can be recognised or identified, and the images are time and date stamped. The system runs 24 hours a day, 7 days a week. Signs advertising that CCTV is in operation are prominently placed around the site.

Images will be stored until storage capacity has been exhausted and the footage needs to be overwritten by new images. Approximate storage time on the server is 2 weeks. If footage needs to be stored for longer, where it is required to resolve an incident, the images will be copied onto encrypted and protected removable media and will be stored until it is no longer required.

Sound is not recorded. Images will not be released to the media or used for entertainment purposes. Images will not be placed on the internet.

The school's Network Support team manage the CCTV system and the Senior Leadership Team operate the system. School staff can request disclosure of footage from Senior Leadership.

All requests for disclosure are logged regardless of whether or not the footage is available. Logs include the date and time of the request, the name of the requester, footage details and why the images are required.

Requests for disclosure of personal images of an individual can be made by the individual to the Headteacher, and copies of the images will be provided, where it is available, on encrypted and protected removable media upon receipt of a £10 cash payment admin fee per item of footage.

Requests for disclosure of images by third parties other than members of staff or law enforcement agencies, can be made to the Headteacher, and will be reviewed for eligibility by the governing body.

Requests for disclosure of images under the Freedom of Information act may be granted if the disclosing of the information in question does not breach the data protection principles of other people. FOI requests for disclosure of images should be made to the Headteacher.

The system is regularly audited to ensure that only authorised personnel are using the system, that images are clear and are being recorded, and that time and date stamps are synchronised and correct. However, the school cannot guarantee that every incident taking place within the area of coverage will be detected.

Complaints should be made to the Headteacher or Network Manager who may then refer to the governing body.