



B4L CCTV POLICY

Weston Point College

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1. Purpose

- 1.1. The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Weston Point College.
- 1.2. It also serves as a notice and a guide to data subjects (students, staff, parents/carers, visitors and members of the public) regarding their rights in relation to personal data recorded via the CCTV System.
- 1.3. The CCTV System is administered and managed by the college, who act as the Data Controller. This policy will be subject to annual review. Further guidance can be found at Information Commissioner's CCTV Code of Practice - <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>
- 1.4. All fixed cameras are in plain sight on the college premises and the college does not routinely use CCTV for covert monitoring or monitoring of private property outside the college grounds.
- 1.5. The college's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the college believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

2. Objectives of the CCTV System

- 2.1. To protect students, staff, visitors, volunteers and members of the public with regard to their personal safety.
- 2.2. To protect the college buildings and equipment, and the personal property of students, staff, visitors, volunteers and members of the public.
- 2.3. To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- 2.4. To monitor the security and integrity of the college sites and deliveries and arrivals, including car parking. To monitor staff and contractors when carrying out work duties.
- 2.5. To monitor and uphold discipline among students.

3. Positioning

- 3.1. Locations have been selected that the college reasonably believes require monitoring to address the stated objectives.
- 3.2. Adequate signage has been placed in prominent positions to inform students, staff, visitors, volunteers and members of the public that they are entering a monitored area.
- 3.3. No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities
- 3.4. No images of public spaces will be captured except to a limited extent at site entrances and exits.

4. Maintenance

- 4.1. The CCTV System will be operational 24 hours a day, every day of the years.
- 4.2. Comtec will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis
- 4.3. The CCTV will be checked and serviced annually.

5. Supervision of the CCTV System

- 5.1. Only authorised personnel will conduct routine supervision of the System.
- 5.2. Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

6. Storage of Data

- 6.1. The Head Teacher has the day to day responsibility of managing the CCTV System.
- 6.2. Stored images will automatically be overwritten after four weeks unless the college considers it reasonably necessary to for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
- 6.3. Where such data is retained, it will be retained in accordance with Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in a log.

7. Access to images

- 7.1. Access to stored CCTV images will only be given to authorised persons, under the supervision of the Head Teacher, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).
- 7.2. Individuals also have the right to access personal data the college holds on them, including information held on the System, if it has been kept. The college will require specific details including at least time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.
- 7.3. The Head Teacher must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the Head Teacher may authorise access to CCTV images
- 7.4. Where required to do so by the Head Teacher, the Police or some relevant statutory authority; To make a report regarding suspected criminal behaviour.
- 7.5. To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern.
- 7.6. To assist the college in establishing facts in cases of unacceptable student behaviour, in which case, the parents/carers will be informed as part of the college's management of a particular incident.
- 7.7. To data subjects (or their legal representatives) pursuant to an access request under GDPR and FOI.
- 7.8. To the college's insurance company where required in order to pursue a claim for damage done to insured property; or
- 7.9. In any other circumstances required under law or regulation. Where images are disclosed a record will be made in the log including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).
- 7.10. Where images are provided to third parties, wherever practicable steps will be taken to obscure images of non-relevant individuals.

8. Other CCTV Systems

8.1. The college does not own or manage third party CCTV systems but may be provided by third parties with images of incidents where this is in line with the objectives of the colleges own CCTV Policy.

9. Complaints and queries

9.1. Any complaints or queries in relation to the college's CCTV system, or its use of CCTV, or requests for copies, should be referred to the Head Teacher.

9.2. For any other queries concerning the use of your personal data by the college, please see the college's Privacy Notice.

10. Policy review

This policy is reviewed every year by the Head Teacher

Issue Date: 01/11/2020

The next review date for this policy is October 2021.