

**Registered Address: Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW**

**Chief Executive Officer: Mrs. J. Mullan**

**Telephone: (01702) 524193**

**Fax: (01702) 526761**

SEN Trust Southend



**SEN Trust Southend**



## **CCTV POLICY**

### **SEN TRUST SOUTHEND**

**KINGSDOWN SCHOOL**

**LANCASTER SCHOOL**

**ST. NICHOLAS SCHOOL**

**THE ST. CHRISTOPHER SCHOOL**

CREATED:	SEPTEMBER 2018
REVIEWED	MARCH 2021
REVIEWED	NOVEMBER 2023
NEXT REVIEW	MARCH 2025



## **Introduction**

This is the SEN Trust Southend's approved policy relating to the use of CCTV. All schools within the Trust use closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent loss or damage to the school property:

The CCTV systems are owned and operated by the individual schools, the deployment of which is determined by each schools' leadership team.

The schools' CCTV systems are registered with the Information Commissioner under the terms of the Data Protection Act (DPA). The use of CCTV, and the associated images and any sounds recordings is covered by the DPA. This policy outlines the schools' use of CCTV and how it complies with the legislation.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained about their responsibilities under the CCTV policy. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

## **Statement of Intent**

The schools comply with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use. The Code of Practice is published at:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

CCTV warning signs are clearly and prominently placed at reception. Signs will contain details of the purpose for using CCTV (see Appendix A).

The planning and design has endeavoured to ensure that the system 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.

## **Siting the Cameras**

Cameras will be sited so they only capture images relevant to the purposes for which they are installed, (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated. The Schools will ensure that the location of equipment is carefully considered to ensure that images captured comply with the legislation.

The schools will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

## **Covert Monitoring**

The schools may in exceptional circumstances set up covert monitoring. For example:

- Where there is good cause to suspect that an illegal or unauthorised action(s), 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 must be obtained from a member of the senior leadership team.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

### **Storage and Retention of CCTV Images**

The schools retain CCTV images for 10 days and they are stored on the Headteacher's PC. After which time, they automatically delete.

### **Access to CCTV Images**

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

### **Subject Access Requests (SAR)**

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR.

All requests should be made in writing using the SAR request form to the Data Protection Officer. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example, data, time and location.

The schools will respond to requests within 1 calendar month of receiving the request.

The schools reserve the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Please see the Subject Access Request policy for further details.

### **Access to and Disclosure of Images to Third Parties**

There will be no disclosure of recorded data to third parties other than to authorised personnel, such as the Police and service providers to the schools where these would reasonably need access to the data (e.g. investigators). Requests by third parties should be assessed using the Third Party Request for Information policy.

The data may be used within the schools' discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

### **Complaints**

Complaints will be dealt with in accordance with the Trusts Complaints Procedure.

## Appendix A: CCTV Signage

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The schools are to ensure that this requirement is fulfilled. The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded.
- The purpose of using CCTV.
- The name of the school.
- The contact telephone number or address for enquiries.

