



CCTV Policy

With reference to: -

The Information Commissioner's Office

Introduction

The purpose of this policy is to regulate the management and operation of the Closed-circuit Television (CCTV) system at Alamiyah School. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the school and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the system).

The system is administered and managed by the school, which acts as the Data Controller. This policy will be subject to review from time to time and, for further guidance, please review the Information Commissioner's CCTV Code of Practice.

All fixed cameras are in plain sight on the school premises and the school does not routinely use CCTV for covert monitoring or monitoring of private property outside the school grounds.

The school's purposes for using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the school believes these purposes are in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

Objectives of the system

- to protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety
- to protect the school buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public
- to support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders
- to monitor the security and integrity of the school site and deliveries and arrivals
- to monitor staff and contractors when carrying out work duties

Positioning

Locations have been selected where the school reasonably believes require monitoring to address the stated objectives. For a detailed list of cameras and a site plan of locations see Appendix A & B in the 'Appendix for CCTV Policy' document.

Adequate signage has been placed in prominent positions to inform visitors, staff and pupils that they are entering a monitored area.

No images will be captured from areas in which individuals would have a heightened expectation of privacy, including bathrooms, the kitchen or staff room. No images of public spaces will be captured except to a limited extent at site entrances.



Maintenance

The CCTV system will be operational 24 hours a day, every day of the year. The System Manager (defined below) will check and confirm that the system is properly recording and that cameras are functioning correctly, on a regular basis. The system will be checked and (to the extent necessary) serviced no less than annually.

Supervision of the system

A monitor is on display in the school office showing live CCTV footage from all cameras. As such the recordings are only visible to Staff who are all DBS checked. This is for site security, to monitor visitors to the site and the intercom at the front gate.

In the event of an incident occurring, for example, suspected trespassers out-of-hours, an authorised member of staff will view and if required, download past footage on their staff laptop. This may be passed onto the Police or Local Authority if deemed appropriate.

Storage of data

The management of images will be the responsibility of the system manager, who is the IT systems manager. Images will be stored for 30 days, and automatically overwritten unless the school considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the Police or Local Authority. Where such data is retained, it will be retained in accordance with current legislation. Information including the date, time and length of the recording, the locations covered, and groups or individuals recorded, will be recorded in the system logbook.

Access to Images

Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access). Individuals also have the right to access personal data the school holds on them, including information held on the system, if it has been kept. The school 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, including in some circumstances where others are identifiable.

The Data Protection Officer must satisfy himself 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 System Manager may authorise access to CCTV images:

- to protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety
- to protect the school buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public
- to support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders
- to monitor the security and integrity of the school site and deliveries and arrivals
- to monitor staff and contractors when carrying out work duties



Complaints and queries

Any complaints or queries in relation to the school's CCTV system, or its use of CCTV, or requests for copies, should be made by emailing info@alamiyahschool.org where they will be attended by the Data Protection Officer.

CCTV footage access request

The following information is required before the school can provide copies of or access to CCTV footage from which a person believes they may be identified.

- Signature, name and address (proof of ID will be required and copies will be taken)
- Date of application
- Description of footage (including a description of yourself, clothing, activity etc.)
- Location of camera
- Date of footage sought
- Approximate time (give a range if necessary)

Please note that CCTV footage may contain the information of others that needs to be protected, and that the school typically deletes CCTV recordings after 30 days. If requesting CCTV footage of a child under 12, a person with parental responsibility should sign the request. For children 12 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.

Review

This policy will be reviewed every 3 years or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah School on 14/07/2017

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)