



CCTV POLICY

INTRODUCTION

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Thomas's London Day Schools (the **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, who act as the Data Controller. 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 of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

OBJECTIVES

The objectives of using CCTV is as follows:

- 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.
- To monitor and uphold discipline among pupils in line with the School Rules, which are available to parents and pupils on request.

PROCEDURES

1. Positioning

- 1.1 Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives.

- 1.2 Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the School as the Data Controller and giving contact details for further information regarding the system.
- 1.3 No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.
- 1.4 No images of public spaces will be captured except to a limited extent at site entrances.

2. Maintenance

- 2.1 The CCTV System will be operational 24 hours a day, every day of the year.
- 2.2 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.
- 2.3 The System will be checked and (to the extent necessary) serviced no less than annually.

3. Supervision of the System

- 3.1 Staff authorised by the School to conduct routine supervision of the System may include the Senior Leadership Team, the school Administration team, the Caretaker, the maintenance team, the IT team and relevant staff on duty.
- 3.2 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.

4. Storage of Data

- 4.1 The day-to-day management of images will be the responsibility of the Caretaker and a designated member of the school administration team who will act as the System Manager, or such suitable person as the System Manager shall appoint in his or her absence.
- 4.2 Images will be stored for at least 14 days and no longer than 30 days and will be automatically over-written 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.
- 4.3 Where such data is retained, it will be retained in accordance with the Act and our 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 the system log book.

5. Access to Images

- 5.1 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).
- 5.2 Individuals also have the right to access personal data the School holds on them (please see the Data Protection Policy), including information held on the System, if it has been kept. The School will require specific details including at least the 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.
- 5.3 The System Manager 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 System Manager may authorise access to CCTV images:

- 5.3.1 Where required to do so by the Principals, the Head, the Police or some relevant statutory authority;
 - 5.3.2 To make a report regarding suspected criminal behaviour;
 - 5.3.3 To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
 - 5.3.4 To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
 - 5.3.5 To data subjects (or their legal representatives) pursuant to an access request under the Act and on the basis set out in 6.2 above;
 - 5.3.6 To the School's insurance company where required in order to pursue a claim for damage done to insured property; or
 - 5.3.7 In any other circumstances required under law or regulation.
- 5.4 Where images are disclosed under 5.3 above a record will be made in the CCTV system log book 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).

6. Other CCTV systems

- 6.1 The School does not own or manage third party CCTV systems, but may be provided by third parties with images of incidents where this in line with the objectives of the School's own CCTV policy and/or its School Rules.
- 6.2 Some pupils travel to School on coaches provided by third party contractors and these coaches may be equipped with CCTV systems. Where fitted, the School may use these in establishing facts in cases of unacceptable pupil behaviour, in which case the parents/guardian will be informed as part of the School's management of a particular incident.

7. Complaints and queries

- 7.1 Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to the Privacy and Compliance team by e-mail at compliance@thomas-s.co.uk or by calling 03333 212337.

REFERENCES

This policy should be read with reference to the School's Data Protection Policy.

This CCTV Policy has been informed by:
ISBA CCTV Template Policy (September 2017)
ICO Code of practice for surveillance cameras

See also: Data Protection Policy, Health & Safety Policy, ICT (Acceptable Use) Policy, Information Security Policy, Online Safety Policy, Personal Devices and Photography Policy, Pupil and Parent Privacy Notice, Safeguarding and Child Protection Policy

Staff Handbook: Staff Privacy Notice, Record Management Policy

This policy will be reviewed annually		
Created: April 2018	By:	Christine Tuck, Personnel Manager
Last Review: January 2020	By:	Christine Tuck, Personnel Manager – minor change made
Next Review: December 2020	By:	Christine Tuck, Head of HR

Appendices

Appendix 1: CCTV Footage Access Request

CCTV POLICY APPENDIX 1



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.

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 a period of 30 days.

Name and address: (proof of ID may be required)	
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):	

Signature*.....

Print Name.....

Date

* NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 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.