

# Greenshaw Learning Trust

## **CCTV Use Procedure**

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## **PART A**

### **1.1. Application**

This Greenshaw Learning Trust Procedure applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust, in accordance with and pursuant to the Data Protection Policy of the Greenshaw Learning Trust.

The Greenshaw Learning Trust, including all the schools and services within the Trust, their Trustees, governors and staff, must abide by this Procedure.

This Procedure must be read in conjunction with the GLT Data Protection Policy; all the terms of the GLT Data Protection Policy apply to the interpretation and implementation of this Procedure; if there is any ambiguity or conflict the GLT Data Protection Policy must be followed.

In implementing this Procedure the Trust and its schools and staff, must take account of any advice or instruction given to them by the GLT Data Protection Officer, the GLT CEO or Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Procedure, the GLT Data Protection Officer or GLT CEO should be consulted.

### **1.2. Approval and review:**

Maintenance of this Procedure is the responsibility of the GLT CEO.

This Procedure was approved by the Board of Trustees on: 16 December 2022.

This Procedure is due for review by: 28 February 2025 (School Specific Addendum by 31 March 2025).

### **1.3. Terminology**

The Trust means the Greenshaw Learning Trust (GLT).

- School means a school within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the school.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Governing Body means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions relating to the governance of the school.
- GLT Data Protection Officer means SchoolPro TLC.
- School Data Protection Lead means the point of contact for data protection matters for staff, students and parents In the school

References in this Procedure to a school in the Trust should also be read as the Trust Shared Service for services, functions and staff of the Trust that are not contained within a school budget and/or are

not the responsibility of a Headteacher and/or Governing Body. With respect to the Trust Shared Service, references in this Procedure to the responsibilities of the Headteacher and Governing Body should be read as the GLT CEO and the GLT Board of Trustees respectively.

#### **1.4. Responsibilities**

For the purposes of data protection legislation the Greenshaw Learning Trust is the Data Controller, and can be contacted by writing to Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

The GLT Data Protection Officer is: SchoolPro TLC.

Email: [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk)

Address: Unit 1b Aerotech Business Park, Bamfurlong

Lane, Cheltenham, United Kingdom, GL51 6TU

Telephone: 01452 947633

Lead Contact: Ben Craig

Each school and the Trust Shared Service will appoint a lead to be the point of contact for data protection matters for staff, students and parents, and to liaise with the GLT Data Protection Officer. The name and contact details must be provided to the Data Protection Officer.

#### **1.5. Associated policies and procedures**

The following Trust policies and procedures are directly related to and complement this GLT Use of CCTV Procedure:

- GLT Data Protection Policy.
- GLT Safeguarding Policy and associated school policies and addendums.
- GLT Health and Safety Policy.
- GLT CCTV Use Procedure School Specific Addendum.

## **PART B**

### **2. Introduction**

Greenshaw Learning Trust recognises that closed circuit CCTV systems can be privacy intrusive.

The purpose of this Procedure is to regulate the management, operation and use of the Closed Circuit Television (CCTV) systems across the Trust.

This Procedure adheres to the UK General Data Protection Regulation (UK GDPR) and the CCTV Code of Practice produced by the Information Commissioner.

### **3. Purpose of CCTV**

Greenshaw Learning Trust uses CCTV for the following purposes:

- To provide a safe and secure environment for pupils, staff and visitors
- To increase a sense of personal safety and reduce the fear of crime.
- To prevent the loss of or damage to school buildings and/or assets.
- To assist in the prevention of crime and assist law enforcement agencies in identifying, apprehending and prosecuting offenders.
- To assist in establishing cause of accidents and other adverse incidents and to prevent their re-occurrence.
- To assist in managing the school.

### **4. Operational Information**

Fixed cameras, which are equipped for sound recording, are used internally and externally in all GLT schools.

All CCTV cameras are sited in such a way as to meet the purpose for which the CCTV is operated. Cameras are sited in prominent positions where they are clearly visible to staff, pupils and visitors. Cameras are not sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. All reasonable efforts are made to ensure that areas outside of the school premises are not recorded. Cameras are not sited in areas where individuals have a heightened expectation of privacy, such as toilets.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

Each school will have clearly visible signage to inform individuals that they are in an area within which CCTV is in operation.

Headteachers will hold an addendum detailing school specific elements for their school (see appendix).

## **5. Management and Access**

Each Headteacher will identify a named member of staff who will manage the CCTV system, and the system provider will provide technical support.

On a day-to-day basis, the viewing of live and / or recorded CCTV images stored by the system will be restricted to members of staff in the school and Trust Shared Service who have been given appropriate permission by the Headteacher, and only for the reasons set out in Section 3. No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this procedure as to disclosure of images.

The member of staff managing the CCTV system will maintain (a) a record of school and Trust staff with permission to view live and recorded CCTV images and (b) a log of the name and specific dates and times of an individual accessing recorded CCTV images.

The Headteacher will ensure there are regular checks to confirm the efficiency of the system and in particular that equipment is properly recording and cameras are functioning to provide clear, usable images.

## **6. Storage and Retention of Images**

Any images recorded by school CCTV systems will be retained only for as long as necessary for the purpose for which they were originally recorded.

The Headteacher will define the period for which recorded images are routinely stored within their addendum. Any retention of records for a period longer than this will need to be recorded alongside the specific purpose for which they are being kept.

The Headteacher will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images.

The measures in place must include:

- Restriction of access to specific user accounts.
- The CCTV system being encrypted/password protected.
- The ability to make copies must be restricted to specified members of staff.

## **7. Disclosure of Images to Data Subjects**

Any individual recorded in any CCTV image is a data subject for the purposes of the data protection legislation, and has a right to request access to those images. Any individual who requests access to images of themselves will be considered to have made a Subject Access Request. Such a request will be dealt with using the GLT Subject Access Request Procedure.

When such a request is made the member of staff responsible for managing the CCTV system or their appropriately nominated representative will review the CCTV footage, in respect of relevant time period where appropriate, in accordance with the request.

If the footage contains only the individual making the request, then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The member of staff managing the CCTV system or their representative must act appropriately to ensure that the footage is restricted in this way.

If the footage contains images of other individuals, then the member of staff responsible for managing the CCTV system must consult the GLT Data Protection Officer who must consider whether:

- The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
- The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
- If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

A record must be kept, and held securely, of all disclosures that sets out:

- When the request was made;
- The process followed by the member of staff in determining whether the images contained third parties;
- The considerations as to whether to allow access to those images;
- The individuals that were permitted to view the images and when; and
- Whether a copy of the images was provided, and if so to whom, when and in what format – see Section 9.

## **8. Disclosure of Images to Third Parties**

Greenshaw Learning Trust will only disclose recorded CCTV images to third parties, i.e. other individuals other than the data subject, where it is permitted to do so in accordance with the Data Protection legislation and in accordance with the GLT Data Protection Policy.

Still images from CCTV recordings may be used by the Headteacher only where it is necessary to fulfil a purpose outlined in Section 3 and taking account of any advice provided by the GLT Data Protection Officer.

CCTV images will only be disclosed to law enforcement agencies in line with their legitimate duties, including the police, prosecution agencies, in line with the purposes for which the CCTV system is in place. If a request is received from a law enforcement agency for disclosure of CCTV images any member of staff must follow the Data Protection Policy and refer it to the school Data Protection Lead. Requests will be handled in line with the GLT Subject Access Request Procedure.

Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third party images. This information above must be recorded in relation to any disclosure.

If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the School Data Protection Lead should seek advice from the GLT Data Protection Officer.

### **9. Copying Captured Data onto other media**

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any downloaded media used to record events from the CCTV system hard drive/ cloud must be prepared in accordance with the following procedures:

- Each downloaded media must be identified by a unique mark.
- Before use, each downloaded media must be cleaned of any previous recording.
- The named member of staff with responsibility to manage the CCTV system will register on the log the date and time of downloaded media insertion, including its reference.
- Downloaded media required for evidential purposes must be sealed, witnessed and signed by the named member of staff with responsibility to manage the CCTV system, then dated and stored in a separate secure evidence store. If a downloaded media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by named member of staff with responsibility to manage the CCTV system in the same way.
- If downloaded media is archived the reference must be noted.

### **10. Misuse of CCTV systems**

The misuse of CCTV systems could constitute a criminal offence. Any member of staff who breaches this procedure may be subject to disciplinary action.

### **11. Complaints about the Use of CCTV**

Any complaints in relation to the school's CCTV system will be handled in line with the relevant school's Complaints Procedure.



## 12. Appendix

### XXX School Addendum to the Use of CCTV Procedure

This addendum sets out the school specific elements required by the school to comply with the GLT Data Protection Policy and GLT CCTV Use Procedure.

This addendum will be regularly reviewed and was last reviewed on XXXX by the Headteacher.

#### Named member of staff with responsibility for managing the CCTV

system XXX

#### Other members of staff with explicit permission to view CCTV images

- XXX

#### School Data Protection Lead

XXX

#### System Provider

This system is provided by XXX Company and operates wired/\*wirelessly. \* If wirelessly, add Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

#### Periods of Operation

The CCTV system is designed to be in operation DETAILS – for example between the hours of or 24 hours each day, every day of the year, though the school does not guarantee that it will be working during these hours. Signage is in place alerting site users that CCTV is in operation.

#### Length of time Images will be routinely stored

7 days 14 Days

#### Location and type of camera

CAMERA TYPE	LOCATION	SOUND RECORDING CAPACIT Y	SWIVEL / FIXED
		Y/N Y/N	S/F