



CCTV Policy			
Governor Committee Responsible		Full	
School Staff member Responsible		Business & Compliance Manager	
Policy Type	Statutory	Review Period	2 years
Date Reviewed	February 2023	Next Review	February 2025

Changed the camera list to be an appendix instead part of the body of the policy and added all new cameras to this list.

Introduction

The school recognises that CCTV systems can be privacy intrusive. This policy relates to the CCTV which is accessible by Ryburn Valley High School Staff via the iVMS-4200 client and Unifi NVR systems and how they should use the service.

There is also external CCTV in operation for the purposes of site security. These cameras are managed by a third-party company called Mitie and if you wish to contact them you can on 01422 835956.

For this reason, the school has carried out a data protection impact assessment with a view to evaluating whether the CCTV system in place is a necessary and proportionate means of achieving the legitimate objectives set out below.

The result of the data protection impact assessment has informed the school's use of CCTV and the contents of this policy.

Review of this policy shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

Objectives

(a) To protect pupils, staff and visitors against harm to their person and/or property.
The purpose of the CCTV system is to assist the school in reaching these objectives:

- (b) To increase a sense of personal safety and reduce the fear of crime.
- (c) To protect the school buildings and assets.
- (d) To support the police in preventing and detecting crime.
- (e) To assist in identifying, apprehending and prosecuting offenders.
- (f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence
- (g) To assist in managing the school.

Purpose Of This Policy

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school.

Statement Of Intent

The CCTV system will seek to comply with the requirements of the Data.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design have 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.

Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.

Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

Recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. In the absence of compelling a need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 7 days.

System Management

Access to the CCTV system and data shall be password protected.

The CCTV system will be administered and managed by Nathan Hardcastle (ICT Manager) who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager the system will be managed by Matthew Normanton (Facilities Officer).

The system and the data collected will only be available to the Systems Manager, his/her replacement and appropriate members of the senior leadership team as determined by the Headteacher.

The CCTV system is designed to be in operation 24 hours a day, 7 days a week, though the school does not guarantee that it will be working during these hours.

The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by providing clear, usable images.

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.

Where a person other than those mentioned in paragraph 5.3 above, requests access to the CCTV data or system, the System Manager must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused.

Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

Downloading 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 download media used to record events from the hard drive must be prepared in accordance with the following procedures: -

- (a) Each download media must be identified by a unique mark.
- (b) Before use, each download media must be cleaned of any previous recording.
- (c) The System Manager will register the date and time of download media insertion, including its reference.
- (d) Download media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a download 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 the System Manager, then dated and returned to the evidence store.

(e) If download media is archived the reference must be noted.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, his/her replacement and the Headteacher and other authorised senior leaders. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any download media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the school, and download media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.

Applications received from outside bodies (e.g. solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's data protection officer.

Complaints About The Use Of CCTV

Any complaints in relation to the school's CCTV system should be addressed to the Headteacher.

Request For Access By The Data Subject

The Data Protection Act provides Data Subjects – those whose image has been captured by the CCTV system and can be identified - with a right to data held about themselves, including those obtained by CCTV. Requests for such data should be made to either Mark Thorley or Julie Kendall

Public Information

Copies of this policy will be available to the public through the school website.

Appendix 1: List of CCTV Cameras in Operation

The iVMS CCTV system used by the school comprises of:

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
DSC111	English End Stairwell	N	Y	F
DSC111	LCL Office (revals)	N	Y	F
DSC111	Canopy West	N	Y	F
DSC111	Canopy East	N	Y	F
DSC111	Technology Toilets	N	Y	F
DSC111	Technology End Stairwell	N	Y	F
DSC111	Humanities Toilets	N	Y	F
DSC111	PE Corridor	N	Y	F
DSC111	Maths Toilets	N	Y	F
DSC111	Sixth Form Stairs	N	Y	F
DSC111	Sixth Form Canteen	N	Y	F
DSC111	Sixth Form Toilets	N	Y	F
DSC111	ICT/MFL Toilets	N	Y	F
DSC111	Science Toilets	N	Y	F
DSC111	Reception Entrance	N	Y	F
DSC111	Student Services Entrance	N	Y	F
HD Network Dome 1080p IP Camera	Sixth Form Common Room 1	Y	Y	F
HD Network Dome 1080p IP Camera	Sixth Form Common Room 2	Y	Y	F
HD Network Dome 1080p IP Camera	Sixth Form Common Room 3	Y	Y	F
HD Network Dome 1080p IP Camera	Sixth Form Common Room 4	Y	Y	F
HD Network Dome 1080p IP Camera	Tech Boys Toilets	N	Y	F
HD Network Dome 1080p IP Camera	Tech Girls Toilets	N	Y	F
HD Network Dome 1080p IP Camera	Maths Boys Toilets	N	Y	F
HD Network Dome 1080p IP Camera	Maths Girls Toilets	N	Y	F

HD Network Dome 1080p IP Camera	Science Boys Toilets	N	Y	F
HD Network Dome 1080p IP Camera	Science Girls Toilets	N	Y	F
HD Network Dome 1080p IP Camera	MFL Boys Toilets	N	Y	F
HD Network Dome 1080p IP Camera	MFL Girls Toilets	N	Y	F
HD Network Dome 1080p IP Camera	Humanities Girls Toilets	N	Y	F
HD Network Dome 1080p IP Camera	Humanities Boys Toilets	N	Y	F

The Unifi (UNVR) System in use by the school comprises of the following CCTV cameras:

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
Unifi G3 Dome	ICT 301	N	Y	F
Unifi G3 Dome	ICT 302	N	Y	F
Unifi G3 Dome	ICT 303	N	Y	F
Unifi G3 Dome	ICT 309	N	Y	F
Unifi G3 Dome	Music 223 Door	N	Y	F
Unifi G3 Dome	Music 223 Window	N	Y	F
Unifi G3 Dome	Technology 117	N	Y	F
Unifi G3 Dome	Business S36	N	Y	F
Unifi G3 Dome	Reception	Y	Y	F
Unifi G4 Dome	Lecture Theatre Door	N	Y	F
Unifi G4 Dome	Lecture Theatre Wall	N	Y	F
Unifi G4 Dome	Bottom of English Stairwell/ Outside ICT Support	N	Y	F
Unifi 360	Middle of English corridor	N	Y	F
Unifi G4 Dome	End of English Corridor (outside 106)	N	Y	F
Unifi G4 Dome	Canteen 1	N	Y	F
Unifi G4 Dome	Canteen 2	N	Y	F
Unifi G4 Dome	Canteen 3	N	Y	F

Unifi G4 Dome	End of Technology Corridor (outside 118a)	N	Y	F
Unifi G4 Dome	Middle of technology corridor (outside 117)	N	Y	F
Unifi 360	Outside Technology Toilets	N	Y	F
Unifi G4 Dome	End of Maths Corridor (outside 218a)	N	Y	F
Unifi G4 Dome	Middle of Maths Corridor (outside 214)	N	Y	F
Unifi 360	Outside Maths Toilets	N	Y	F
Unifi G4 Dome	Start of Maths Corridor (outside 222/210)	N	Y	F
Unifi 360	Outside 223	N	Y	F
Unifi 360	Outside Head of year office	N	Y	F
Unifi G4 Dome	End of Trust Corridor	N	Y	F
Unifi G4 Dome	Outside Humanities Toilets	N	Y	F
Unifi 360	Outside Humanities Toilets	N	Y	F
Unifi G4 Dome	End of Humanities Corridor (outside 205)	N	Y	F
Unifi G4 Dome	End of MFL Corridor (outside 306)	N	Y	F
Unifi G4 Dome	Halfway down MFL corridor (outside 303)	n	Y	Y
Unifi 360	Outside MFL Toilets	N	Y	F
Unifi 360	Outside Reset	N	Y	F
Unifi G4 Dome	Outside Exams Office	N	Y	F
Unifi G4 Dome	At the End of the Staff Corridor	N	Y	F
Unifi G4 Dome	Outside Premises Store	N	Y	F
Unifi G4 Dome	Outside Paper Store	N	Y	F
Unifi 360	Outside Science Toilets	N	Y	F
Unifi G4 Dome	Halfway down Science corridor (outside Prep Room)	N	Y	F
Unifi G4 Dome	End of Science Corridor (outside 313)	N	Y	F
Unifi G4 Dome	Top Sixth Form Corridor (outside Study Room)	N	Y	F
Unifi G4 Dome	Outside Sixth Form Office	N	Y	F
Unifi G4 Dome	Outside Lecture Theatre	N	Y	F
Unifi G4 Dome	Outside Sixth Form Assisted Change	N	Y	F