

## **Introduction**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Townlands Academy, hereafter referred to as 'The school'. The system comprises of a number of static and dome cameras located around the school site. All cameras can be monitored from either the Site Team or front office, and are only available to selected staff. They are not watched continually and have been installed to prevent and deter crime, vandalism and to monitor pupil behaviour. This Code follows Data Protection Act guidelines. The Code of Practice will be subject to review annually and include consultation as appropriate with interested parties. The CCTV system and data is owned by the school.

## **Objectives of the CCTV system**

- To protect the school buildings and assets of those buildings
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school through monitoring pupil behaviour.

## **Statement of intent**

- The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.
- Cameras will be used to monitor activities within the school to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the Academy, including pupil misbehaviour.
- Cameras are focussed on the playgrounds, all entrances and exits to the academy.
- Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.
- 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.
- Warning signs, as required under the Data Protection Act, have been placed at areas covered by the school CCTV.
- The CCTV system has been set up to record video footage. The audio record feature recording is turned on in the foyer area only.

## **Operation of the System**

- The system will be administered and managed by the Site Team in accordance with the principles and objectives expressed in the code.
- The day to day management will be the responsibility of the Site Team.
- The control room is not staffed.
- The CCTV system will be operated 24 hours a day, every day of the year.

## **Control Rooms**

- The Control Room will be locked at all times.
- The site team will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

## **Liaison**

Liaison meetings may be held with all bodies involved in the support of the system.

### **Monitoring Procedures**

- Camera surveillance may be maintained at all times.
- Monitoring software is installed in the PO office.
- Information is held on the hard drive for a period of no more than 14 days. If information is required for evidence purposes it will be transferred to appropriate recording media

### **Breaches of the Code (including breaches of security)**

Any breach of the Code of Practice by school staff will be initially investigated by the head teacher, in order for her to take the appropriate action. Any serious breach of the Code of Practice including breaches of the Code of Practice by the Head Teacher will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach, by the governing body.

### **Assessment of the system and the Code of Practice**

System monitoring will include random checks by authorised staff. The Code of Practice will be reviewed annually. Regular reviews of the systems operation will take place and any necessary changes in procedure or camera sighting/position will be implemented.

### **Complaints**

Any complaints about the academy's CCTV system should be addressed to the Head teacher. Complaints will be investigated in accordance with Section 9 of this Code.

### **Access by the Data Subject**

The Data Protection Act provides Data Subjects (individuals to whom 'personal data' relates) with a right to view data held about themselves, including that obtained by CCTV. Requests for Data Subject Access should be made by application to the Head teacher.

### **Public Information**

Copies of the Code of Practice will be available to the public from the appropriate website:  
<https://ico.org.uk/media/for-organisations/documents/.../cctv-code-of-practice.pdf>

### **System Maintenance**

The system will be subject to annual maintenance and repairs. Equipment and recordings may be viewed by personnel authorised to undertake installation and maintenance of the CCTV systems. Such viewing will be restricted to that necessary for system work.

### **Summary of Key Points**

- This Code of Practice will be reviewed annually
- The CCTV system is owned and operated by the school
- The Control Room is not open to visitors except by prior arrangement and good reason
- The Control Room shall remain locked at all times
- Liaison meetings may be held with the Police and other bodies
- Recording media used will be properly indexed, stored and destroyed after appropriate use
- Recording media may only be viewed by authorised school personnel and the Police
- Records required as evidence will be properly recorded, witnessed and packaged before copies are released to Police
- Records will not be made available to the media for commercial or entertainment purposes
- Records will be cleared of information no longer required
- Any breaches of the Code will be investigated by the head teacher. An independent investigation will be carried out for serious breaches.

