



CCTV POLICY

Introduction

The Wallace High School maintains a CCTV system consisting of a number of non-directional fixed cameras. Cameras are located internally and externally. This policy sets out the purposes of the system and the procedures to be followed when managing the system.

Objectives of the CCTV system

- To protect the school's buildings and its assets.
- To promote the Health & Safety of staff, students and members of the public.
- To assist in identifying any anti-social behaviour or criminal activity on school premises and to assist in the prosecution of persons who have committed an offence.

Statement of intent

All recordings made by CCTV are obtained in the strictest confidence. CCTV cameras will be used to record activity in various areas around the school for the purpose of securing safety of all staff, pupils and visitors and to assist in identifying any criminal activity.

The school will ensure that private dwellings and property other than that in periphery of a view will not be covered by the CCTV cameras. Cameras are not directed at individuals.

Whilst camera positions have been carefully located to ensure that they are appropriate and effective, 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 are placed at key entry points to the school premises to advise everyone that the area is covered by the school CCTV system.

Operation of the system

The management of the scheme will be the responsibility of the Principal. The day to day management will be the responsibility of the Maintenance Manager with the support of the Senior IT Technician.

The Maintenance Manager and Senior IT Technician are the only two members of staff who are allowed to directly use the system. The system is password protected. The system will be in operation 24 hours a day every day of the year.

Control of the system

The CCTV recording box is located in a locked cabinet in the Front Office. The office is staffed during normal school hours. A live view screen runs in the Front Office for access and security purposes and to monitor access to school buildings.

The Maintenance Manager will on a daily basis check that all the cameras are functional and that the system is recording.

A maintenance contract is in place with Beacon Fire and Security. Beacon Fire and Security carry out an annual maintenance check of the system and assist in any emergency call outs in the event of the system failing to work.

Images captured by the system will usually be stored for 60 days depending on the amount of activity captured by the cameras.

Hard drives containing stored images will be physically destroyed.

Data Access and Request for Information

All requests for access or disclosure will be recorded in a CCTV log which will be maintained by the Senior IT Technician. The log will state the following:

- Name of person requesting data , date and time
- The purpose for which the information is required
- Details of data supplied and format of copy given (still image or DVD)

Request to view recordings must be made to a member of Senior Management. If approved by Senior Management, a Senior Manager will instruct the Maintenance Manager or the Senior IT Technician to view the recordings and report the findings back to Senior Management. Senior Management may authorise other members of staff to view images with the Maintenance Manager or Senior IT Technician where the Senior Management deem it to be necessary to meet the purpose of the viewing.

Recordings will only be released to members of the public under written authority from the Police, or in respect of a subject access request which has been authorised by the Principal.

Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data protection as other data collected. At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.

Hard drives containing stored images will be physically destroyed.
A fee will be charged for the provision of the stored data.

Complaints

Any complaints received regarding the CCTV system will be dealt with according to the school's complaints procedure.

Public Information

Copies of this policy can be found on The Wallace High School website or available on request by any member of the public.