



## **Introduction**

The CCTV system on the school site is used for a number of reasons. It is used to help protect against crime and also aids in the safety of pupils, staff, parents and members of the public whilst on school premises.

The Camera systems on the school site comprises of a number of fixed and domed cameras located around the schools. Cameras can be monitored and adjusted in the Headteacher's Office.

This policy will comply with GDPR obligations and principles, and will be subject to review annually. The CCTV systems are owned solely by Ysgol Maes Owen

## **Objectives of the CCTV System**

- To protect the school buildings and assets
- To increase personal safety and reduce the fear of crime
- To assist 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 and staff
- To assist in managing the school (excluding staff capability issues)
- To deter serious Health and Safety risks to the school.

## **Statement of intent**

- The school will seek to comply with the requirements of GDPR and the Commissioners CCTV Code of Practice.
- The CCTV system and all information, documents and recordings obtained and used as data is protected by GDPR and will be treated in the strictest confidence.
- The CCTV system will be used to monitor activities within our school site, car parks and public areas and surrounding grounds to identify criminal activity actually occurring, anticipated, or perceived, for the purpose of securing the safety and wellbeing of all school users.
- Private dwellings and property other than in the periphery of a view that is centrally focused upon the school site location will be blanked from any camera view.
- Unless an Immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an Authorisation being obtained, as set out in the Regulation of Investigatory powers Act 2000.
- Images will only be released to the Police in respect of the investigation into specific crime and with the written authority of the Police. Such requests shall be authorised by an Inspector or higher, using an appropriate form.
- Images will only be released to the media for use for purposes agreed by those individuals pictured in the images.
- No images will be released to the media for the purpose of entertainment.
- It is not possible to guarantee that the system will cover or detect every single incident taking place in covered areas.
- Signage stating the use of CCTV, as required by the code of practice of the Information Commissioner will be placed at all access routes to areas covered by the school CCTV.

## **Operation of the System**

- The scheme will be managed by the Head teacher, in accordance with the principles and objectives expressed in this policy.
- The day to day management will be the responsibility of the Head teacher during the school day, and also out of hours and at weekends.
- The control panel will only be used by persons appointed by the Head teacher.
- Staff must seek permission to view CCTV images, no matter what the circumstances may be.
- The CCTV system will be in operation 24 hours a day, every day of the year.

## **Control of Cameras**

- Unless an immediate response to events is required, staff must not direct cameras at an individual or a group of individuals. Administrative functions will include the maintenance of hard disc space.
- Visitors and contractors wishing to access the CCTV system or recording system will be subject to the arrangements set out below.
- Authorised users and managers of the CCTV system must satisfy themselves of the identity
- Of anyone to have access to the CCTV system and the purpose of the access. Where doubts exist over the grounds for access, permission will be refused.

## **Liaison**

- Liaison meetings may be held with the Senior Leadership Team, site staff and contractors in support of the system.

## **Monitoring Procedures**

- Camera surveillance may be maintained at all times. Monitors are installed in the Headteacher's school office to which the CCTV continuously records images to.
- If covert surveillance is planned, authorisation must be sought and granted by an authorising officer of Conwy County Council in accordance with the RIPA Policy ( version 2010) prior to commencement. If there is any doubt on the procedure, guidance must be sought from the Council's Monitoring Officer/Head of Corporate Governance.

## **CD/DVD/Tape recording Media Procedure**

- In order to maintain and preserve the integrity of the media used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to.
- Each record must be identified by a unique mark
- Before using each recording, media must be cleaned of any previous recording.
- The controller shall register the date and time of recording insert, including a reference.
- A recording required for evidential purposes must be sealed, signed by a witness and controller, dated and stored in a separate, secure store. If the record is not copied for the police before it is sealed, a copy may be made at a later date provided it is then re sealed, witness signed by the controller, dated and returned to secure storage.
- If the record is archived, the reference must be noted. Recording media may be viewed by designated operators and the police for the prevention and detection of crime.
- A record will be maintained of the release of records to the police or other authorised applicants.
- Viewing of records by the police must be recorded in writing in a log book.
- Requests by the police can only be actioned under GDPR.
- Should a record be required as evidence, a copy may be released to the police under the procedure described in this policy. Records will only be released to the police on the clear understanding that the record remains the property of the school, and both the record and information contained on it are to be treated in line with this policy.
- The school also has the right to refuse permission for the police to pass on the record or any part of the information contained therein to any other person unless a court order ordering disclosure is sought. The police may require the school to retain the stored record for possible use as evidence in the future.
- Such records will be properly indexed and securely stored until they are needed by the police.
- Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the Head teacher. Charges will be made to cover the costs of producing the material.
- Personal data will only be released upon satisfactory documentary evidence being produced in the form of ID, a court order, or in accordance with GDPR.
- Guidance may be sought from the Council's legal/ Corporate Governance department in order to ensure there is no breach of privacy rights or any prejudice to the investigation, apprehension or prosecution of an offender.