



Maiden Erlegh Chiltern Edge CCTV Guidance

The Trust recognises that CCTV systems can be privacy intrusive.

Each school will ensure that there are prominent signs placed around the site which are clearly visible and readable and contain details of the purpose for using CCTV and who to contact about the scheme.

Objectives

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

The purpose of the CCTV system is to assist Maidharten Erlegh Chiltern Edge in reaching these objectives:

- (a) To protect pupils, staff and visitors against harm to their person and/or property.
- (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 Guidance

The purpose of this guidance is to regulate the management, operation and use of the CCTV system (closed circuit television) at the Maiden Erlegh Chiltern Edge.

The CCTV system used by the Maiden Erlegh Chiltern Edge comprises of:

CAMERA TYPE	DESCRIPTION	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
HIKVISION	Main Entrance	External	N	MONTHLY RETENTION	F
HIKVISION	Quad A	External	N	MONTHLY RETENTION	F
HIKVISION	Quad B	External	N	MONTHLY RETENTION	F
HIKVISION	Squash Courts	External	N	MONTHLY RETENTION	F
HIKVISION	Site Office Entrance	External	N	MONTHLY RETENTION	F
HIKVISION	Youth Club Entrance	External	N	MONTHLY RETENTION	F
HIKVISION	Bishopswood Rear	External	N	MONTHLY RETENTION	F
HIKVISION	Youth Club Rear	External	N	MONTHLY RETENTION	F
HIKVISION	Languages	External	N	MONTHLY RETENTION	F
HIKVISION	CSD Entrance	External	N	MONTHLY RETENTION	F
HIKVISION	The Basement	External	N	MONTHLY RETENTION	F
HIKVISION	DT External	External	N	MONTHLY RETENTION	F
HIKVISION	Front Entrance	External	N	MONTHLY RETENTION	F



HIKVISION	Drama	External	N	MONTHLY RETENTION	F
HIKVISION	3D Design	External	N	MONTHLY RETENTION	F
HIKVISION	Quad C	External	N	MONTHLY RETENTION	F
HIKVISION	Quad D	External	N	MONTHLY RETENTION	F
HIKVISION	Garage Entrance	External	N	MONTHLY RETENTION	F
HIKVISION	English Courtyard	External	N	MONTHLY RETENTION	F
HIKVISION	Reception A	Internal	N	MONTHLY RETENTION	F
HIKVISION	Reception B	Internal	N	MONTHLY RETENTION	F
HIKVISION	Outside Boys Toilets Ground in foyer area	Internal	N	MONTHLY RETENTION	F
HIKVISION	Canteen 01	Internal	N	MONTHLY RETENTION	F
HIKVISION	Open Area	Internal	N	MONTHLY RETENTION	F
HIKVISION	Servery	Internal	N	MONTHLY RETENTION	F
HIKVISION	Outside Library Toilets in foyer area	Internal	N	MONTHLY RETENTION	F
HIKVISION	DT	Internal	N	MONTHLY RETENTION	F
HIKVISION	Bishopswood Corridor	Internal	N	MONTHLY RETENTION	F
HIKVISION	Science Corridor	Internal	N	MONTHLY RETENTION	F
HIKVISION	English	Internal	N	MONTHLY RETENTION	F
HIKVISION	Maths	Internal	N	MONTHLY RETENTION	F
HIKVISION	Hive Corridor	Internal	N	MONTHLY RETENTION	F
HIKVISION	Staff Room External	Internal	N	MONTHLY RETENTION	F
HIKVISION	AV Corridor	Internal	N	MONTHLY RETENTION	F
HIKVISION	B-Tech staircase	Internal	N	MONTHLY RETENTION	F
HIKVISION	Science staircase	Internal	N	MONTHLY RETENTION	F
HIKVISION	Front Car Park A	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	Rear Car Park B	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	Rear Car Park A	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	Rear Car Park C	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	Front Car Park B	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	Front Entrance A	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	F Block Rear	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	Rear Car Park D	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	Languages Rear	Perimeter	N	MONTHLY RETENTION	F
HIKVISION	Music Block Rear	Perimeter	N	MONTHLY RETENTION	F

The school's CCTV system is used solely for purposes(s) identified above and is not used to routinely monitor staff conduct.

Cameras will only be used in exceptional circumstances in areas where the subject has a heightened expectation of privacy e.g., changing rooms or toilets. In these areas, the school will use increased signage in order that those under surveillance are fully aware of its use.

Statement of Intent



CCTV Cameras are installed in such a way that they are not hidden from view. Signs are predominantly displayed where relevant, so that staff, students, visitors and members of the public are made aware that they are entering an area covered by CCTV. The signs also contain contact details as well as a statement of purposes for which CCTV is used.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

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 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 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.

CCTV images are not retained for longer than necessary, taking into account the purposes for which they are processed. Data storage is automatically overwritten by the system after a period of 30 days.

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 12 months.

System Management

Access to the CCTV system and data shall be password protected and will be kept in a secure area.

The CCTV system will be administered and managed by Annabelle Gehlot, School Business Manager, who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this guidance. In the absence of the Systems Manager the system will be managed by Briony Bowers, Headteacher.

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. Each CCTV system in school will be maintained by a specialist CCTV contractor and this may include periodic inspections of footage.



Cameras have been selected and positioned so as to best achieve the objectives set out in this guidance in particular by providing clear, usable images. CCTV cameras record visual images only and do not record sound.

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 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. School staff can view CCTV footage in order to make a decision as to whether to search a student for an item as described in the DfE document 'Searching, screening and confiscation' If the recorded footage reveals that misconduct has been committed by a member of staff, this evidence may be used in a disciplinary case.

Details of all visits and visitors will be recorded [here](#) including time/date of access and details of images viewed and the purpose for so doing.

Downloading Captured Data on to 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 hard drive must be prepared in accordance with the following procedures: -

- (a) Each downloaded media must be identified by a unique mark.
- (b) Before use, each downloaded media must be cleaned of any previous recording.
- (c) The System Manager will register the date and time of downloaded media insertion, including its reference.
- (d) Downloaded 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 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 the System Manager, then dated and returned to the evidence store.
- (e) If downloaded media is archived the reference must be noted.
- (f) If downloaded media is put onto a device, the device will be encrypted and password protected.
- (g) If downloaded media is stored on SharePoint/Network, then access to this file must be limited and/or password protected.

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 downloaded 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 downloaded media (and any images contained thereon) remains the property of the school, and downloaded 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. Ensure Appendix 1 is completed.

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. Advice from Judicium, the Trust DPO service must be sought.

If the school wishes to allow parents to view CCTV (i.e. in relation to student behaviour), the parent must be invited into school so they can be fully supervised. Those supervising must ensure that visitors do not record a copy of any footage shared.

Complaints about the use of CCTV

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

Requests 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 access data held about themselves, including those obtained by CCTV. Requests for such data should be made to Annabelle Gehlot.

Public Information

Copies of this guidance will be available to the public from the school office if required.



Appendix 1- Disclosure of Information to third parties

Maiden Erlegh Trust

Disclosure of data to 3rd party, including Police

Reference Number

**Section A Description of Data required to be disclosed
(To be completed by a School Representative)**

(Please tick as required)

View

Take possession of original

Copy

Given verbally

Description of document(s)

.....
.....

Disclosure of Data contained within computerised records (including CCTV images)

(Please tick as required)

View

Take possession of disc copy

Printout

Given verbally

State what data is required and where data stored (i.e. address of named person from Bromcom).

.....
.....
.....

School representative making copy

Name.....

Signature.....

Date.....

School representative making disclosure/handing over copy – this must be agreed by a member of SLT prior to handing over copy.

Name

Signature

Date.....

SLT signature

Section B overleaf to be completed



Section B Reason Data required

a) To be completed by Police Officer or b) to be completed by other agency

a) I can confirm that the data detailed on page 1 is required by me for any of the following reasons contained within sections 28(1), 29(1)(a) and (b) and 35(2)(a) of the Act.

	Please tick as required
For the purpose of safeguarding national security.	
The prevention or detection of crime.	
For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings)	
Is otherwise necessary for the purposes of establishing, exercising or defending legal rights	

Name.....Collar Number.....

Police Force.....Station.....

Signature.....Date.....

Crime/Incident No......

b) I can confirm that the above data is required by me for any of the following reasons contained within sections 28(1), 29(1)(a) and (b) and 35(2)(a) of the Act.

	Please tick as required
For the purpose of safeguarding national security.	
The prevention or detection of crime.	
For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings)	
Is otherwise necessary for the purposes of establishing, exercising or defending legal rights	

Name.....

Position (if applicable).....

Business/Agency (if applicable).....

Business/Agency/Home address (whichever is applicable).....

Signature.....Date.....

Reference No.....

Completed forms must be returned to the School Business Manager

Office use:
Date receipt Date Added to disclosure log