



Dixons City Academy

Policy Documentation

Policy: CCTV

Responsibility for Review: Site Manager
Date of Last Review: September 2012

CCTV Policy

Dixons City Academy has in place a CCTV surveillance system. Images are monitored and recorded and will be used in strict accordance with this policy.

The Site Manager is responsible for the operation of the system and for ensuring compliance with this policy.

Data Protection Act 1998

CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act.

The CCTV system

The system comprises:

- fixed position cameras
- pan tilt and zoom cameras
- monitors
- multiplexers
- digital recorders
- public information signs

Cameras will be located at strategic points, principally outside the main entrance, in the Mall and on corridors. No camera will be hidden from view.

Signs will be prominently placed at strategic points throughout the Academy and at the entrance to the building so as staff, students, parents, visitors and members of the public can see that a CCTV installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Purpose of the system

The system has been installed by the Academy with the primary purpose of ensuring the safety of children in our care, and helping to ensure the safety of all staff, parents, visitors and school premises consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Ensure that students are appropriately cared for
- Assist in the prevention and detection of crime

- Facilitate the identification of any activities/events which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Principal

The system will not be used:

- to provide recorded images for the world-wide-web
- to provide images for a third party, other than the Police in the course of their enquiries

Images captured by the system will be monitored at Reception desk and recorded in the Lewis Building Server room, twenty-four hours a day throughout the whole year. Monitors are not visible from outside the Academy.

It is recognised that images are sensitive material and subject to the provisions of the Data Protection Act 1998; the Site Manager is responsible for ensuring day to day compliance with the Act. All data will be handled in strict accordance with this policy and the procedures.

Recording

Digital recordings are made using digital video recorders operating in real time mode.

Images will normally be retained for thirty days from the date of recording, and then automatically over-written.

Access to images

Access to images will be restricted to those staff who need to have access in accordance with the purposes of the system.

Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident.

Access to images by a staff member, parent/carer or visitor

CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to the prohibitions on access also covered by the Data Protection Act. They do not have the right of instant access, they must abide by the Data Protection procedures. A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Principal.

The Principal will then arrange for viewing of the images and subsequent discussion of content.

The Data Protection Act gives the Principal the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

If it is decided that a data access request is not to be complied with, the reasons will be fully documented and the data subject informed, whenever possible in writing, stating the reasons.