

# Closed Circuit Television (CCTV) Policy

Review Date	Reviewer	Approved by	Date approved	Implementation
	J Barker	Trustees	December 2019	December 2019
September 2021	J Barker	Executive Board	16 July 2021	1 September 2021
September 2023				

Issue No	Date	Description
2	July 2021	Updated ICO registration date. Updated Appendix 2 to include Rye Hills Academy and amended Authorised CCTV Operators to reflect current arrangements.

	<b>Contents</b>	<b>Page No.</b>
1.	Introduction	3
2.	Legal Framework	3
3.	Definitions	3
4.	Links with other Policies	3
5.	Purpose and Justification	4
6.	Data Protection Principles	4
7.	Roles and Responsibilities	5
8.	Protocol	6
9.	Security	7
10.	Privacy by Design	8
11.	Code of Practice	8
12.	Accessing Recorded Images	9
13.	Exporting Images and/or Video Footage	11
14.	Signage	11
15.	Maintenance	11
16.	Complaints Procedure	11

## 1. Introduction

The North East Learning Trust owns and operates Closed Circuit Television (CCTV) within its Academies in order to provide a safe and secure environment for pupils, staff, and visitors, as well as to protect Trust property.

The purpose of this policy is to set out the accepted use and management of the CCTV equipment and images to ensure the Trust and its Academies comply with relevant legislation.

## 2. Legal Framework

This policy has due regard to legislation and statutory guidance including but not limited to the following:

- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- The General Data Protection Act 2018
- The Data Protection Act 1998
- The Freedom of Information Act 2000
- The Equality Act 2010
- The Children Act 2004
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)

## 3. Definitions

For the purpose of this policy a set of definitions will be outlined, in accordance with the surveillance code of conduct:

- **Surveillance** – monitoring the movements and behaviour of individuals; this can include video, audio and/or live footage. For the purposes of this policy only video footage will be applicable.
- **Overt surveillance** – any use of surveillance for which authority does not fall under the Regulation of Investigatory Powers Act 2000.
- **Covert surveillance** - The North East Learning Trust does not condone the use of covert surveillance when monitoring staff, pupils, members, trustees, governors, contractors and/or volunteers. Covert surveillance will only be operable in extreme circumstances and must be authorised in advance by the Chief Executive Officer.

## 4. Links with other Policies

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

This policy should be read in conjunction with the following Trust and Academy policies:

- Data Protection Policy
- Safeguarding Policy
- Use of Photographic and Video Images in School Policy
- Behaviour Management Policy

## 5. Purpose and Justification

The Trust will only use CCTV surveillance cameras for:

- Support whole school safeguarding of staff, students/pupils, and visitors
- Review and support behaviour policy and incidents
- As a deterrent or evidence to reduce vandalism, theft, or trespass
- Monitor site security and safeguarding perimeter
- Monitor site use and circulation spaces for health and safety considerations such as congestion zones and movement patterns.

To satisfy the code of practise relating to CCTV schemes a Personal Impact Assessment (PIA) will be conducted for each site. (Appendix 1)

These needs and the PIA will be reviewed annually by the Facilities Manager to ensure the continued use of CCTV remains justified.

## 6. Data Protection Principles

Data collected from surveillance and CCTV will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with these purposes; further processing in the public interest, scientific or historical research purposes or statistical purposes shall not be considered incompatible with the initial purposes.
- Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- Kept in a form which permits identification of data subjects for no longer than it is necessary for the purpose for which the personal data are processed. Surveillance and CCTV footage across all Academies within the Trust will be automatically erased after 56 days.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised use or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

## 7. Roles and Responsibilities

The North East Learning Trust, as the corporate body, is the data controller. The Trustees therefore have overall responsibility for ensuring that records are maintained, including security and access arrangements in accordance with regulations.

### 7.1 Data Controller

- Processing surveillance and CCTV footage legally and fairly.
- Collecting surveillance and CCTV footage for legitimate reasons and ensuring that it is used accordingly.
- Collecting surveillance and CCTV footage that is relevant, adequate, and not excessive in relation to the reason for its collection.
- Ensuring that any surveillance and CCTV footage identifying an individual is not kept for longer than is necessary.
- Protecting footage containing personal data against accidental, unlawful destruction, alteration, and disclosure – especially when processing over networks.
- The CEO/Deputy CEO's/Director of HR have delegated authority to view footage from all Academies within the Trust.

### 7.2 Head of School/Headteacher

- Meeting with the Data Protection Officer (DPO) to decide where CCTV is needed to justify its means.
- Conferring with the DPO with regard to the lawful processing of the surveillance and CCTV footage.
- Reviewing the Surveillance and CCTV Policy to ensure it is compliant with current legislation.
- Monitoring legislation to ensure the school is using surveillance fairly and lawfully.
- Communicating any changes to legislation with all members of staff.

### 7.3 Staff with access rights

- Access to CCTV footage must only be done from a private location (your office PC).
- Should ensure that the credentials used to login to the system are protected and never shared with others. Routine audits will monitor access. Staff will be held accountable for all access using their account.
- Will perform the search on the system. Control of the search must not be passed to an unauthorised person.
- During the search of the system, unauthorised staff must not view the footage unless it is to confirm the correct event has been found, they may continue to monitor from that point until you are satisfied that the event has concluded and/or the request has been fulfilled.

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

## 7.4 Data Protection Officer (DPO)

- Dealing with freedom of information requests and subject access requests (SAR) in line with legislation, including the Freedom of Information Act 2000.
- Ensuring that all data controllers at the school handle and process surveillance and CCTV footage in accordance with data protection legislation.
- Ensuring that surveillance and CCTV footage is obtained in line with legal requirements.
- Ensuring consent is clear, positive, and unambiguous. Pre-ticked boxes and answers inferred from silence are non-compliant with the GDPR.
- Ensuring that surveillance and CCTV footage is destroyed in line with legal requirements when it falls outside of its retention period.
- Keeping comprehensive and accurate records of all data processing activities, including surveillance and CCTV footage, detailing the purpose of the activity, and making these records public upon request.
- Informing data subjects of how their data captured in surveillance and CCTV footage will be used by the Trust and its Academies, their rights for the data to be destroyed and the measures implemented by the Trust to protect individuals' personal information.
- Preparing reports and management information on the school's level of risk related to data protection and processing performance.
- Reporting to the highest management level of the Trust.
- Abiding by confidentiality requirements in relation to the duties undertaken while in the role.
- Monitoring the performance of the Academy's data protection impact assessment (DPIA) and providing advice where requested.
- Presenting reports regarding data processing to the Trustees.

## 8. Protocols

The surveillance system will be registered with the Information Commissioner's Office (ICO) in line with data protection legislation.

The surveillance system is a closed digital system which does not record audio.

Warning signs have been placed throughout the premises where the surveillance system is active, as mandated by the ICO's Code of Practice.

The surveillance system has been designed for maximum effectiveness and efficiency; however, the school cannot guarantee that every incident will be detected or covered and 'blind spots' may exist.

The surveillance system will not be trained on individuals unless an immediate response to an incident is required.

The surveillance system will not be trained on private vehicles or property outside the perimeter of the school.

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

## 9. Security

Access to the surveillance system, software and data will be strictly limited to authorised operators and will be password protected.

The Academy's authorised CCTV system operators are detailed in Appendix 2

The main control facility is kept secure and locked when not in use.

If, in exceptional circumstances, covert surveillance is planned, or has taken place, copies of the Home Office's [authorisation forms](#) will be completed and retained.

Surveillance and CCTV systems will be tested for security flaws **once a month** to ensure that they are being properly maintained at all times.

Surveillance and CCTV systems will not be intrusive.

The DPO and Head of School/Headteacher will decide when to record footage, e.g. a continuous loop outside the school grounds to deter intruders.

Any unnecessary footage captured will be securely deleted from the school system.

Each system will have a separate audio and visual system that can be run independently of one another. Audio CCTV will only be used in the case of deterring aggressive or inappropriate behaviour.

Any cameras that present faults will be repaired immediately as to avoid any risk of a data breach.

The location of visual display monitors will be strictly controlled (Appendix 3).

## 10. Privacy by Design

The use of surveillance cameras and CCTV will be critically analysed using a DPIA, in consultation with the DPO.

A DPIA will be carried out prior to the installation of any surveillance and CCTV system.

If the DPIA reveals any potential security risks or other data protection issues, the Trust will ensure they have provisions in place to overcome these issues.

Where the Academy identifies a high risk to an individual's interests, and it cannot be overcome, the Trust will consult the ICO before they use CCTV, and the school will act on the ICO's advice.

The Trust will ensure that the installation of the surveillance and CCTV systems will always justify its means.

If the use of a surveillance and CCTV system is too intrusive, the Trust will seek alternative provision.

## 11. Code of Practice

The Trust understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.

The Trust notifies all pupils, staff, and visitors of the purpose for collecting surveillance data via signage around the premises.

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

CCTV cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

All surveillance footage will be kept for 56 days for security purposes; the Head of School/Headteacher and IT Network Manager are responsible for keeping the records secure and allowing access.

The Trust has surveillance systems for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, pupils, and visitors.

The surveillance and CCTV systems are owned by the Trust (with the exception of the Academy at Shotton Hall which is owned by OCS and images from the system are strictly controlled and monitored by authorised personnel only).

The Trust will ensure that the surveillance and CCTV system is used to create a safer environment for staff, pupils, and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in data protection legislation. The Data Protection Policy is available on both the Trust and Academy websites.

The surveillance and CCTV system will:

- Be designed to consider its effect on individuals and their privacy and personal data.
- Be transparent and include a contact point, the DPO, through which people can access information and submit complaints.
- Have clear responsibility and accountability procedures for images and information collected, held, and used.
- Have defined policies and procedures in place which are communicated throughout the Trust and its Academies.
- The CCTV will be operated 24 hours each day, every day of the year.
- Only keep images and information for as long as required.
- Restrict access to retained images and information with clear rules on who can gain access.
- Consider all operational, technical and competency standards, relevant to the surveillance and CCTV system and its purpose, and work to meet and maintain those standards in accordance with the law.
- Be subject to stringent security measures to safeguard against unauthorised access.
- Be regularly reviewed and audited to ensure that policies and standards are maintained.
- Only be used for the purposes for which it is intended, including supporting public safety, the protection of pupils, staff and volunteers, and law enforcement.
- Be accurate and well maintained to ensure information is up to date.

## 12. Accessing Recorded Images

### 12.1 Applications by Individual Data Subjects

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

Under the GDPR, individuals have the right to obtain confirmation that their personal information is being processed.

Individuals have the right to submit a Subject Access Request (SAR) to gain access to their personal data in order to verify the lawfulness of the processing.

When an applicant makes a SAR for CCTV it is necessary for them to provide:

- Proof of their identity.
- A clear description of the location in which they believe they were recorded on CCTV, along with the date and time.
- A clear picture of themselves, to aid identification and enable to a comparison with CCTV.
- Ideally a description of what they are wearing at the time the images were captured.

If images of third parties are also shown with the images of the applicant, consideration must be given to whether providing these images would involve an unfair intrusion into the privacy of the third party; or cause unwarranted harm or distress. If this would be the case, then the footage cannot be released unless it is possible to obscure those third parties.

A copy of the information will be supplied to the individual free of charge; however, the school may impose a 'reasonable fee' to comply with requests for further copies of the same information.

Where an SAR has been made electronically, the information will be provided in commonly used electronic format.

All requests will be responded to without delay and at the latest, within one month of receipt. Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the ICO and to a judicial remedy, within one month of the refusal.

It is important that access to, and disclosure of, the images recorded by surveillance and CCTV footage is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.

## **12.2 Access to and disclosure of images to third parties**

Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:

The police – where the images recorded would assist in a specific criminal inquiry  
Prosecution agencies – such as the Crown Prosecution Service (CPS). Images will only be released on the clear understanding that the image remains the property of the Trust, and

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

both the images and associated information are to be treated in accordance with this policy. The Trust also retains the right to refuse permission for the police to pass images to any other person.

Relevant legal representatives – such as lawyers and barristers. In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request or in response to a court order.

Persons who have been recorded and whose images have been retained where disclosure is required by virtue of data protection legislation and the Freedom of Information Act 2000.

Requests for access or disclosure will be recorded and the CEO will make the final decision as to whether recorded images may be released to persons other than the police.

### **13. Exporting Images and/or Video Footage**

Exporting images and/or video can only be carried out by the Network Manager with approval from CEO.

### **14. Signage**

In accordance with the Information Commissioner's CCTV Code of Practice, appropriate signs are displayed where CCTV is operating.

All Academies within the Trust with CCTV systems will prominently display public awareness signs detailing:

- The Academy responsible for the CCTV scheme.
- That CCTV is in operation.
- Purpose of the CCTV system.
- Academy contact telephone number.

### **15. Maintenance**

The overall maintenance of the system will be the responsibility of the Facilities Manager. The Trust has in place a valid maintenance contract with an appropriate supplier and recorded on the 'Every system'.

Any malfunction will be reported to the Headteacher/Head of School, the Facilities Manager must ensure that any report or request for maintenance is requested immediately.

### **16. Complaints Procedure**

Complaints concerning the Trust's use of its CCTV system or the disclosure of CCTV images should be made in writing to the DPO at [joanne.barker@nelt.co.uk](mailto:joanne.barker@nelt.co.uk)

All appeals against the decision of the DPO should be made in writing to the CEO, North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee, SR8 2RU.

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

### Model impact assessment for use of surveillance CCTV in schools

This is an impact assessment statement for the use of surveillance CCTV at:

<b>Name of Academy</b>	
<b>Address</b>	
<b>Name and job title of person undertaking the assessment</b>	
<b>Date review undertaken</b>	
<b>Date of next review</b>	
<b>Data Protection Officer</b>	Joanne Barker (joanne.barker@nelt.co.uk)
<b>ICO Registration Date and Number</b>	6 April 2021 (renewed annually) ZA245254
<b>Data Controller including name and position</b>	
<b>Date of last serviceability of CCTV systems and clarity of images</b>	

#### Areas on the school campus covered by installed surveillance CCTV, whether active or not.

(At least this should include all outside areas on the school grounds, all entrances, all internal communal areas, and all teaching units, individually stated where possible. Total number of possible operative cameras should be included.)

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker



<b>For stored data, the method used, the maximum length of time of storage, and how the data might be used</b>	Data will be stored for a maximum of 56 days. Data will be used for: Support whole school safeguarding of staff, students, and visitors Review and support behaviour policy and incidents Act as a deterrent or evidence to reduce vandalism, theft, or trespass Monitor site security and safeguarding the perimeter Monitor site use and circulation spaces for health and safety considerations such as congestion zones and movement patterns.
<b>All personnel having immediate access to data collected and stored, as part of specific duties</b>  <b>(Included are any servicing company's personnel with general access)</b>	CEO and Deputy CEO's Director of IT Head of School/Headteacher Designated Safeguarding Lead (DSL) Deputy Designated Safeguarding Lead ICT Network Manager
<b>Details of how data may be processed, by whom and what purpose(s)</b>	Data may be processed by: CEO and Deputy CEO's Director of IT Head of School/Headteacher DSL Deputy DSL ICT Network Manager
<b>Details of further personnel who may gain temporary access to data as part of their duties</b>	N/A
<b>Methods of notification of the presence of surveillance CCTV and other information channels</b>	Signage

<p><b>Details of all method(s) by which images, or collected data, from CCTV may be shared to any outside agency or other parties, if relevant. Restrictions on access are also included</b></p>	<p>Data will be shared with the following external agencies:</p> <p>The police – where the images recorded would assist in a specific criminal inquiry</p> <p>Prosecution agencies – such as the Crown Prosecution Service (CPS). Images will only be released on the clear understanding that the image remains the property of the Trust, and both the images and associated information are to be treated in accordance with this policy. The Trust also retains the right to refuse permission for the police to pass images to any other person.</p> <p>Relevant legal representatives – such as lawyers and barristers. In these circumstances’ images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request or in response to a court order.</p> <p>Persons who have been recorded and whose images have been retained where disclosure is required by virtue of data protection legislation and the Freedom of Information Act 2000.</p>
<p><b>Where an outside agency is entirely responsibly for the operation and control of the CCTV equipment, its monitoring and the collection and use of data collected, all relevant and necessary details</b></p>	
<p><b>Assessment of any possible impact of CCTV surveillance on the right to privacy, performance, or general well-being of any individuals</b></p>	

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker

<b>Other relevant information</b>	
-----------------------------------	--

## Appendix 2

### Authorised CCTV Operators

Academy	Name	Designation
<b>Ashington Academy</b>	Mrs Y Weston	Head of School
	Mr S Walton	DSL
	Mrs L Smith	Deputy DSL
	Mr M Blackmore	Network Manager
<b>Bedlington Academy</b>	Mrs J Lamb	Head of School
	Miss D Hudson	Deputy Headteacher
	Mrs L Richardson	DSL
	Mrs S Pritchard	Deputy DSL
	Miss J Hutton	Support Services Manager
	Mr D Balmer	Director of IT
<b>Browney Academy</b>	Mrs C Harris	Head of School/DSL
	Ms J Martindale	Deputy DSL
	Mr D Robson/Mr M Blackmore	Network Manager
	Mrs F Hoare	Headteacher

<b>Diamond Hall Junior Academy</b>	Ms S Begum	DSL
	Mrs S Bendelow	Deputy DSL
	Mr D Robson/Mr M Blackmore	Network Manager
<b>Easington Academy</b>	Mrs N Hickman	Head of School
	Mr M O'Carroll	DSL
	Mr J Thorez	Deputy DSL
	Mr D Robson/Mr M Blackmore	Network Manager
<b>Hermitage Academy</b>	Dr J Gorlach	Executive Head
	Mr D Stewart	Head of School
	Mrs L Howe	DSL
	Mr S Wainwright/Mrs R Gibbins	Deputy DSL
	Mr D Robson/Mr M Blackmore	Network Manager
<b>Rye Hills Academy</b>	Mrs C Waugh	Head of School
	Mr M Carney	DSL
	Mr B Stonehouse	Network Manager
	Mr S Levett	Data Manager
<b>Sacriston Academy</b>	Mrs A Bartlett	Head of School/DSL
	Mrs L Parks	Deputy DSL
	Mr D Robson/Mr M Blackmore	Network Manager
<b>Teesdale School and Sixth Form</b>	Mr D Pilling	Head of School
	Mr A French	DSL

	Mr C Whitehead/Ms R Rodenby	Deputy DSL
	Mr M Hird	Premises Manager
	Mr D Robson/Mr M Blackmore	Network Manager
<b>The Academy at Shotton Hall</b>	Miss A Hook	Head of School
	Mrs S Heseltine	DSL
	Ms A Walshaw/Mrs R Bridgewater	Deputy DSL
	Mr D Robson/Mr M Blackmore	Network Manager
	Mrs D Livingston	Head of Administrative Services
	Mr S Taylor	Vice Principal
	Mr B Burlinson	Senior Strategic Support

## Appendix 3

### Location of Visual Display Units (to be completed by the Academy)

Academy	Location
<b>Ashington Academy</b>	Head of School office, DSL office, SENCo office & IT office.
<b>Bedlington Academy</b>	Head of School, Deputy Headteacher, DSL & Deputy DSL offices. ICT Manager's Office. School's Support Manager- School Office.
<b>Browney Academy</b>	Headteacher's PC in Head's Office.
<b>Diamond Hall Junior Academy</b>	PC located in Store Cupboard 1 which is locked, and access limited to Head of School and Support Services Manager.
<b>Easington Academy</b>	PC's of Head of School, Deputy Headteacher, Assistant Head (Pastoral) located in their offices on SLT corridor.
<b>Hermitage Academy</b>	PC's of Head of School, Assistant Head's (DSL & Deputy DSL) located in their offices.
<b>Rye Hills Academy</b>	Network Manager and Data Manager's Office.
<b>Sacriston Academy</b>	Site Managers Office located in Key Stage Two building.
<b>Teesdale School and Sixth Form</b>	PC's of Head of School, Assistant Head's (DSL & Deputy DSL) located in their offices.

<b>The Academy at Shotton Hall</b>	PC's of Head of School in the office, Assistant Principal (Pastoral), Deputy DSL's PC's located in Pastoral Office, Offices of the Vice Principal, Senior Strategic Support and Head of Administrative Services.
------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Issue No:	2	Quality Document Type:	Policy
Date of Review	01/09/2021	Ref:	TRUST/GDPR/CCTV
Approved by EB:		Originator of this document is:	J Barker