



LYDIATE  
LEARNING  
TRUST

# CCTV Policy (LLT)



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 1 of 7</i>
<b>PHA</b>	<b>LLT Board</b>	<b>Jan 2022</b>	<b>Jan 2024</b>	

# CCTV Policy (LLT)

## 1. Policy Statement

- 1.1 School uses Close Circuit Television (“CCTV”) within the premises of the school. The purpose of this policy is to set out the position of the school as to the management, operation, and use of the CCTV at the School.
- 1.2 This policy applies to all members of our workforce, visitors to the school premises and all other persons whose images may be captured by the CCTV system.
- 1.3 This policy takes account of all applicable legislation and guidance, including:
  - 1.3.1 General Data Protection Regulation (“GDPR”)
  - 1.3.2 Data Protection Act 2018 (together the Data Protection Legislation)
  - 1.3.3 CCTV Code of Practice produced by the Information Commissioner
  - 1.3.4 Human Rights Act 1998
- 1.4 This policy sets out the position of the school in relation to its use of CCTV.
- 1.5 The Trust Data Protection Officer is Mr Craig Stilwell, 72 Cannon Street, London, EC4N 6AE. Email address: [dataservices@judicium.com](mailto:dataservices@judicium.com). Tel.: 020 7336 8406

***NB** [We have referred above to the Data Protection Act 2018. The Data Protection Bill which is the basis of the Act is currently progressing through Parliament but is expected to receive Royal Assent during 2018. It is not yet finalised. The GDPR came into force on 25 May 2018.]*

## 2. Purpose of CCTV

- 2.1 The school uses CCTV for the following purposes:
  - 2.1.1 To provide a safe and secure environment for pupils, staff, and visitors
  - 2.1.2 To prevent the loss of or damage to the school buildings and/or assets
  - 2.1.3 To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders
  - 2.1.4 To provide live feeds to reception to monitor external doors and gate access to be able to see is requesting access and decide if the doors and/or gates should be opened.

## 3. Description of system

We use CCTV in various locations around the school site to ensure it remains safe. We will adhere to the ICO’s code of practice for the use of CCTV. We do not need to ask individuals’ permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 2 of 7</i>
<b>PHA</b>	<b>LLT Board</b>	<b>Jan 2022</b>	<b>Jan 2024</b>	

# CCTV Policy (LLT)

## 4. Siting of Cameras

- 4.1 All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils, and visitors.
- 4.2 Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The school will make all reasonable efforts to ensure that areas outside of the school premises are not recorded.
- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.
- 4.4 Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets.

## 5. Privacy Impact Assessment

- 5.1 Prior to the installation of any CCTV camera, or system, a privacy impact assessment will be conducted by the school to ensure that the proposed installation is compliant with legislation and ICO guidance.
- 5.2 The school will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

## 6. Management and Access

- 6.1 The CCTV system will be managed by the Director of Operations.
- 6.2 On a day-to-day basis the CCTV system will be operated by the Facilities Manager
- 6.3 The viewing of live CCTV images will be restricted to the Facilities Manager, ICT Manager, Head of School, and the Senior leadership team.
- 6.4 Recorded images which are stored by the CCTV system will be restricted to access by Facilities Manager, ICT Manager, Head of School and Senior Leadership team.
- 6.5 The CCTV system is checked daily by the Facilities Manager to ensure that it is operating effectively.
- 6.6 The CCTV is externally serviced by Apex Service who have access to the Administration of the system.

## 7. Storage and Retention of Images

- 7.1 Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.
- 7.2 Recorded images are stored only for a period of 196 days unless there is a specific purpose for which they are retained for a longer period.
- 7.3 The school will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 3 of 7</i>
<b>PHA</b>	<b>LLT Board</b>	<b>Jan 2022</b>	<b>Jan 2024</b>	

# CCTV Policy (LLT)

- 7.3.1 CCTV recording systems being located in restricted access areas;
  - 7.3.2 The CCTV system being encrypted/password protected;
  - 7.3.3 Restriction of the ability to make copies to specified members of staff
- 7.4 A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained by the school.

## 8. Disclosure of Images to Data Subjects

- 8.1 Any requests for images must be done by completing the Subject Access Request Form (Appendix 1).
- 8.2 Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images.
- 8.3 Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the Trust's Subject Access Request Policy.
- 8.4 When such a request is made the Facilities Manager will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.
- 8.5 If the footage contains only the individual making the request, then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The Facilities Manager must take appropriate measures to ensure that the footage is restricted in this way.
- 8.6 If the footage contains images of other individuals, then the school must consider whether:
  - 8.6.1 The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
  - 8.6.2 The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
  - 8.6.3 If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.
- 8.7 A record must be kept, and held securely, of all disclosures which sets out:
  - 8.7.1 When the request was made;
  - 8.7.2 The process followed by Facilities Manager in determining whether the images contained third parties;
  - 8.7.3 The considerations as to whether to allow access to those images;
  - 8.7.4 The individuals that were permitted to view the images and when; and
  - 8.7.5 Whether a copy of the images was provided, and if so to whom, when and in what format.

*[Please note that when a subject access request is made then, unless an exemption applies (such as in relation to third party data that it would be unreasonable to disclose) then the requester is*

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 4 of 7</i>
<b>PHA</b>	<b>LLT Board</b>	<b>Jan 2022</b>	<b>Jan 2024</b>	

# CCTV Policy (LLT)

*entitled to a copy in a permanent form. We have referred only to “access” as opposed to a “permanent copy” as the school may consider it preferable in certain circumstances to seek to allow access to images by viewing in the first instance without providing copies of images. If an individual agrees to viewing the images only then a permanent copy does not need to be provided. However, if a permanent copy is requested then this should be provided unless to do so is not possible or would involve disproportionate effort.]*

## 9. Disclosure of Images to Third Parties

- 9.1 The school will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.
- 9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- 9.3 If a request is received from a law enforcement agency for disclosure of CCTV images, then the Director of Operations must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third-party images.
- 9.4 The information above must be recorded in relation to any disclosure.
- 9.5 If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

## 10. Review of Policy and CCTV System

- 10.1 This policy will be reviewed biennially.
- 10.2 The CCTV system and the privacy impact assessment relating to it will be reviewed biennially.

## 11. Misuse of CCTV systems

- 11.1 The misuse of CCTV system could constitute a criminal offence.
- 11.2 Any member of staff who breaches this policy may be subject to disciplinary action.

## 12. Complaints relating to this policy

- 12.1 Any complaints relating to this policy or to the CCTV system operated by the school should be made in accordance with the school’s Complaints Policy.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 5 of 7</i>
<b>PHA</b>	<b>LLT Board</b>	<b>Jan 2022</b>	<b>Jan 2024</b>	

# CCTV Policy (LLT)

## Appendix 1 SUBJECT ACCESS REQUEST FORM

RequestDetails			
<b>Requested By</b>			
<b>Date Requested</b>		<b>Requested Time</b>	
<b>Signature</b>			
Incident Details			
<b>Date of Incident</b>		<b>Time of Incident</b>	
<b>IncidentDetails</b>			
Authorisation			
<b>Authorisation to View(Director of Operations, Executive Team or Head of School)</b>	<p><i>By signing this form, I state that under no circumstances will I copy or move the footage to any other location or device from where it is stored.</i></p> <p>Name:</p> <p>Signature:</p> <p>Date: <span style="float: right;">Time:</span></p>		
<b>Reason for authorisation</b>	<p><i>e.g. Criminal damage, physical harm etc.</i></p>		
<b>Authorisation to download (Director of Operations)</b>	<p><i>By signing this form, I state that under no circumstances will I copy or move the footage to any other location or device from where it is stored.</i></p> <p>Name:</p> <p>Signature:</p> <p>Date: <span style="float: right;">Time:</span></p>		

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 6 of 7</i>
<b>PHA</b>	<b>LLT Board</b>	<b>Jan 2022</b>	<b>Jan 2024</b>	

# CCTV Policy (LLT)

Trust Facilities Manager – OFFICE USE ONLY		
<b>People present for viewing of CCTV footage</b>		
<b>Does the footage contain third parties?</b>	<b>Yes</b>	<b>No</b>
<b>Photos</b>	<i>Photos required</i>	
	<i>Photos printed</i>	
	<i>No. of Photos</i>	
	<i>Images stored</i>	
<b>Videos</b>	<i>Video required</i>	
	<i>Video produced</i>	
	<i>Date produced</i>	
	<i>Time produced</i>	
	<i>Location stored</i>	

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 7 of 7</i>
<b>PHA</b>	<b>LLT Board</b>	<b>Jan 2022</b>	<b>Jan 2024</b>	