



Washwood Heath
Multi Academy Trust

CCTV Policy and Procedures

Prepared by:	Data Protection Officer in consultation with Estates Team & WHMAT Core Team
Applies to:	All individuals whose images may be captured by WHMAT CCTV systems – defined in the policy as “relevant individuals”
Approved by:	WHMAT Board of Trustees
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1.0 Introduction & Scope

- 1.1 This policy sets out Washwood Heath Multi Academy Trust's (WHMAT's) approach to the use of CCTV.
- 1.2 All staff involved in the management and operation of CCTV systems do so in accordance with the WHMAT CCTV policy and procedure. This has been developed to adhere to the ICO's [code of practice for the use of CCTV](#).
- 1.3 Queries about how or what CCTV data is stored about you, should be directed to the Head of Academy or Head of School at the academy where the CCTV is based (see appendix 2) in the first instance. Alternatively, if you are unhappy with their response, queries may be directed to the Data Protection Officer via email at dpo@whmat.academy.
- 1.4 Any references in this policy to WHMAT's CEO, also includes the Deputy CEO.

2.0 Purpose of CCTV

- 2.1 WHMAT uses CCTV across its academies for the purpose of the prevention and deterrence of crime and anti-social behaviour on academy sites and to support the operation of academy and Trust behaviour policies
- 2.2 The lawful purpose(s) established for the processing of personal data using our CCTV systems are as follows:
 - Legal Obligation – Necessary to help undertake our safeguarding responsibilities under Keeping Children Safe In Education Regulations and help in managing
 - Performance of a task as a Public Authority - Necessary to maintain a safe environment to support then delivering of Teaching and Learning under The Education Act 2011
- 2.3 We do not need to ask individuals' permission to use CCTV. All pupils, staff and visitors are notified of the use of CCTV, through appropriate visible onsite signage and information published in our Privacy Notices.
- 2.4 CCTV cameras are currently located in different areas of WHMAT base academies in order to safeguard our pupils and staff, support the detecting and preventing crime and/or serious misconduct by employees, pupils, visitors, members, trustees and/or members of local advisory boards.
- 2.5 We will ensure that cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil the purposes we have defined in 2.1.

2.6 WHMAT will not use CCTV for monitoring the work of relevant individuals or for finding out whether or not they are complying with WHMAT's policies and procedures.

3.0 Limits on use of CCTV

3.1 CCTV will not be operated in toilet cubicles, private offices or changing rooms, unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety or to the operation of WHMAT. CCTV will only be used in this way where it is a proportionate means of achieving the aim in the circumstances.

3.2 Covert CCTV will only ever be used in exceptional circumstances and under the instruction of an Official Authority, such as the Police. The use of covert CCTV will be justified only in circumstances where the investigator has a reasonable suspicion that the crime or serious misconduct is taking place and has assessed that CCTV use is likely to be a proportionate means of securing evidence.

3.3 New or additional CCTV will only be installed if WHMAT decides, after a data protection impact assessment, that it is a necessary and proportionate way of dealing with a problem. WHMAT will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of individuals' privacy, and that any intrusion is fully justified

4.0 Storage of CCTV footage

4.1 CCTV footage containing personal data will be retained in line with WHMAT Data Retention Policy before being deleted, unless subject to a criminal or internal investigation.

4.2 Recorded material will be stored:

- in a way that maintains the integrity of the information; and
- in a secure environment with restricted access and which is locked when not occupied by authorised staff.

4.3 Images from CCTV footage will be securely stored and only authorised WHMAT employees will have access to them. This will normally be members of WHMAT's site or estates team. It could also include members of HR, an employee's line manager, and managers in the business area in which the footage is taken. However, information would normally be shared only in this way if WHMAT has reason to believe that a criminal offence or serious misconduct has occurred. Surveillance information may also be shared with law enforcement agencies for the purposes of detecting crime.

4.4 The images will normally be retained for a minimum period of 10 calendar days, after which point it will be securely deleted. In the case of an incident or investigation occurring that relates to images captured by CCTV, footage may be retained for an extended period until the issue is resolved or concluded.

5.0 Notification

5.1 In areas of surveillance, signs will be displayed prominently to inform relevant individuals that CCTV is in use and that if they access the relevant areas, their images will be captured on CCTV.

5.2 Signage will:

- be clearly visible; and
- contain details and contact information for the Trust; and
- be an appropriate size depending on context such as whether they will be viewed by pedestrians or motorists.

5.3 Employees, pupils or visitors may also request clarification of where cameras are located in their base academy via WHMAT's Estates team (see contact details at appendix 1). The academies will also provide a copy of these procedures, and the Privacy Notices, upon request.

6.0 Right of Access – CCTV Data

6.1 Individuals whose images are recorded have a right to view images of themselves and to be provided with a copy of the images. Relevant individuals making such a request may be required to provide WHMAT with proof of identification, for example a photograph or a description of themselves, together with the relevant time and date of the image.

6.2 Subject access requests can be submitted in writing to the DPO at dpo@whmat.academy, or by letter addressed to the relevant academy and marked for the attention of "The Data Protection Officer".

6.3 The request should include:

- Name of individual making the request
- Correspondence address
- Contact number and email address, where one exists

6.4 Relevant individuals will usually be allowed access to such images within one month of the request, although in some cases, particularly where large amounts of data is processed, that time period may be extended to three months.

6.5 Where it is not possible to provide individuals with access to copies of live CCTV footage (because it includes the personal data of other individuals), still images will be made accessible.

6.6 If WHMAT employees receive a subject access request about WHMAT's CCTV usage, they must immediately forward it to the DPO at dpo@whmat.academy.

7 Other Disclosure

7.1 Decisions to disclose this information externally may only be made by the Head of Academy/Head of School of the academy or the Trust in consultation with the Data Protection Officer.

7.2 Requests will be considered on a case-by-case basis but such information may be disclosed to:

- the Police in order to support the detection and prevention of crime;
- the Health and Safety Executive, Local Authority, or any other statutory body charged with safeguarding children and young people in order to promote that safeguarding;
- where the requested information is subject to a court order; or
- the Trust's insurance provider, where the information is required to support a claim for damages done to the insured property.

7.3 Where information is requested by another organisation, the request should be made in writing.

8 Evidence from CCTV footage - Staff

8.1 CCTV evidence may be used to support disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that he or she has been guilty of misconduct.

9 Roles and Responsibilities

9.1 *Washwood Heath Multi Academy Trust*

9.2 WHMAT is the data controller for all data captured by its academies' CCTV systems. The Trust is responsible for:

- proposing, amending and maintaining these CCTV procedures, in consultation with appropriate stakeholders and within the limits of our Data Protection Policy and relevant legislation;
- maintaining Privacy Notices, which will include explicit references to the CCTV systems where appropriate;
- maintaining a Retention Schedule, which will include explicit references to information recorded by the CCTV systems; and
- providing operational advice and support to the academies on the administration of these procedures, and on data protection issues more generally.

9.3 *The Data Protection Officer (DPO)*

9.4 The DPO, named within our Data Protection Policy, is responsible for:

- independently monitoring compliance with these CCTV procedures;
- coordinating any data protection impact assessments, as appropriate;

- reporting any findings and recommendations to the Trust for consideration;
- providing operational and strategic advice and support on data protection issues
- investigating any suspected data breaches relating to the CCTV system; and
- coordinating responses to subject access requests and freedom of information requests relating to information captured by the CCTV system.

9.5 *Heads of School/Heads of Academy*

9.6 The Head of School or Head of Academy is responsible for:

- day-to-day leadership on data protection issues within the academy;
- ensuring routine performance monitoring, including random operating checks, takes place;
- supervising access to, and administration of, the CCTV system;
- ensuring staff receive appropriate and regular training on data protection;
- delegating operational duties within the academy as appropriate; and
- appointing the System Operator (s).

9.7 *The System Operators*

9.8 The System Operator(s) for each academy is responsible for:

- the day-to-day administration of the CCTV system, in accordance with these procedures;
- regulating access to CCTV control areas, by satisfying themselves about the identity of the visitor(s) and the purpose of the visit(s) before any access is permitted;
- ensuring CCTV control areas are kept secure;
- maintaining logs to record who accesses the system and its recordings, and when;
- applying the retention policy to ensure information captured by the system is not stored longer than necessary.

9.9 In the event that a conflict of interest is identified, the Head of School will nominate an alternative person to perform these duties on a case-by-case basis. These duties will be performed in accordance with our Data Protection Policy.

10 Training

10.1 All staff will be entitled to receive general training on data protection. System Operators will require additional training before they are permitted access to the CCTV system. That will include:

- how to implement these procedures;
- that they are subject to a confidentiality duty and that it is a criminal offence to misuse surveillance system information;

- how to apply the arrangements set out in the Retention Schedule as they relate to information captured by the CCTV system;
- how to handle information securely;
- how to recognise both a subject access request and a freedom of information request, and what to do if such a request is received; and
- what to do if they receive a request for information from an official authority, such as the Police.

11 Monitoring and Review

11.1 The Headteacher/Head of School for each academy will arrange for routine performance monitoring, including random operating checks. Such checks will consider, for example, whether:

- access restrictions are implemented appropriately and logs are kept up-to-date;
- signage is adequate; and
- recordings are disposed of in line with the Retention Schedule.

11.2 Additionally, independent monitoring may be carried out by the Data Protection Officer and/or the Trust. Such monitoring may take the form of a routine operating check, as above, but will also focus wider questions including whether:

- the system is addressing the needs and delivering the benefits that justify its use;
- the scheme complies with relevant legislation and codes of practice; and the technical, physical and organisational measures used are appropriate.

12 Policy Review

12.1 This Policy will be reviewed by the GDPR working group in consultation with WHMAT's Estates team within 24 months from ratification by the Board of Trustees.

13 General Enquiries

13.1 Any general enquiries about CCTV systems across WHMAT sites should be directed to Director of Estates for WHMAT on 0121 675 7272 or, Washwood Heath Multi Academy Trust, Burney Lane, Stechford, B1 2AS