

**TREVIGLAS COMMUNITY COLLEGE****CCTV Policy****Introduction**

The purpose of this policy is to state how our establishment deals with the requirements of the law, particularly the Data Protection Act 1998, in respect of our use of the Closed Circuit T.V. system at the college.

The purpose of the CCTV system is for:

- the security of the premises
- the prevention, detection and investigation of criminal activity, trespass and vandalism
- the safety of staff, students and visitors to the site

Static and remotely operated cameras enable this purpose.

**Responsible Persons**

The CCTV system is operated by the College and will be in use all year round.

The person who has been appointed to oversee the system and procedures i.e. the System Manager is: Pete Botterill whose position in the college is Network Manager.

In his absence i.e. holiday, sickness, time away from College, Martin Spry.

**Our Policy**

1. To inform all who come onto the college site that CCTV is in use
2. To ensure the prevention of intrusion of privacy for immediate neighbours
3. To keep images from CCTV secure and controlled by authorised personnel
4. To maintain all CCTV equipment in working order
5. To manage the output in a responsible way having quality control and replacement arrangements
6. To provide retention of images within the stated purpose only
7. To state the manner and means of destroying stored images
8. To have access restrictions to unauthorised personnel and by individual and group third parties
9. To comply with the 'Freedom of Information Act 2000'

**Arrangement Procedures**

The following arrangements are in place in order to meet the aims of the policy:

1. All users of the site will be notified of the use of CCTV by appropriate signage throughout the college

2. The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so
3. The secure location for viewing live images will be in the Technicians' Office or the Head teacher's Office and remote access will be available to the Network Manager
4. Site operational staff and Senior Leaders will be able to view the live image display and be able to review/access recorded images to achieve the stated purpose
5. Within the purpose of the CCTV system such images may be shared with the Police enforcement agency if deemed necessary by the Network manager, Head teacher or Deputy Head teacher.
6. The images will be digitally recorded on a rolling programme. Unless required for evidence purposes, this retention will automatically overwrite the oldest images
7. Any retention of images kept on the server will be kept until they are no longer required then overwritten in the normal way
8. Any downloaded images can only be made with the Network Manager's or Head teacher's consent to a digital disk and to be only made available to those who are responsible to achieve the stated legitimate purpose
10. All copies of downloaded images will be catalogued. The system will automatically record activity. These images will be destroyed after they are no longer required.
11. Any request to access images from our system from third party groups i.e. Police or other agencies must be approved by the Head teacher / Deputy Head teacher.
12. Individual third parties applying under the 'Freedom of Information Act 2000' must submit a request in writing, together with the appropriate fee of £10.00 to cover administration costs

### **User Responsibilities**

All user staff have the following responsibilities:

- To uphold the arrangements of this policy
- To handle images/data securely and responsibly, within the aims of the policy. Staff need to be aware that they could be committing a criminal offence if they misuse CCTV images
- To uphold the recorded procedure for subject access requests
- To report any breach of procedure to the Network Manager
- To attend training / refresher sessions as required

### **Training**

The following training will be undertaken by the college:

The Network Manager will train key staff in the practical use of the CCTV system, which will then be cascaded to relevant authorised operational staff

### **References**

The following official publication should be referenced in conjunction with this policy:

ICO CCTV Code of Practice: [www.ico.gov.uk](http://www.ico.gov.uk)

This policy is published under the Freedom of Information Act and is available on-line at [www.treviglas.net](http://www.treviglas.net) or by contacting the college direct on 01637 872076. The college is committed to uphold the code of good practice as outlined by the Information Commissioner Office.

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