



CCTV Policy

Collège Français Bilingue de Londres (The "School")

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at CFBL. The system comprises a number of fixed and dome cameras located within and around the school buildings. All cameras are controlled from the Reception or IT Administrator's office and the system can only be accessed by School management. The School owns the CCTV system.

This Policy is subject to review by the Board. Any change to this Policy will include consultation as appropriate with interested parties.

This Policy follows the Data Protection Act guidelines.

Objectives of the CCTV Policy

The objectives of CFBL's use of CCTV are:

- a) To increase personal safety of students, staff and visitors, and reduce the fear of crime
- b) To protect the School buildings and their assets
- c) To support the Police in a bid to deter and detect crime
- d) To assist in identifying, apprehending and potentially prosecuting offenders
- e) To protect members of the public and private property in and around the School.

CCTV cameras are not used as a substitute to pupils' supervision by School staff or staff supervision by school management.

Statement of intent

The CCTV Scheme has been registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice. The School will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

Cameras will be used to monitor activities within the School and its grounds to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and wellbeing of the School's students and staff, together with its visitors.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.

At no time will a camera be directed to follow or track an individual as all the currently deployed cameras are fixed.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. Recordings will only be released for use in the investigation of a specific crime and with the written authority of the police.

Although the placing of cameras is designed to ensure maximum effectiveness, it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Cameras are present in only 2 classrooms where there is valuable equipment and recording from the said two cameras will only be viewed in conjunction with the relevant teachers.

Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the School's CCTV system.

Operation of the system

The CCTV system will be administered and managed by the Finance and Administrative Manager (the "DAF"), in accordance with the values and objectives expressed in the code. The day-to-day management will be the delegated responsibility of the Premises Manager.

The CCTV system will operate 24 hours each day, every day of the year, recording all activity within range.

Control and liaison

The system provider will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. The Premises Manager will liaise with the contractor regarding servicing and/or repairs and maintenance of the system.

The Finance and Administrative Manager and/or the Premises Manager will aid in meetings between interested parties where the provision of CCTV footage is required.

Monitoring procedures

Camera surveillance may be maintained at all times and footage continuously recorded and held on system memory on CFBL's computer server. Unless accessed or stored such footage is automatically overwritten after approximately one week.

To maintain and preserve the integrity of any DVD/USB stick used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention will be adhered to:

- (a) Each DVD/USB stick must be identified by a unique reference number.
- (b) Before using, each DVD/USB stick must be cleared of any previous recording.
- (c) The Premises Manager (in conjunction with the IT Administrator) is responsible for recording and will register the date and time of the DVD/USB stick recording, including the DVD/USB stick reference number in CFBL's Building Log.
- (d) A DVD/USB stick required for evidential purposes must be sealed, witnessed, signed by the Premises Manager, dated and stored in a separate, secure, evidence store or archive. If a DVD/USB stick is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then

resealed, witnessed, signed by the member of staff, dated and returned to the evidence store or archive. DVD/USB stick may be viewed by the Police for the prevention and detection of crime; and authorised officers of Camden Local Authority for supervisory purposes, authorised demonstration and training. A record will be maintained of the release of DVD/USB stick to the Police or other authorised applicants. An entry will be made in CFBL's Building Log for this purpose.

Viewing of footage by the Police or any external individual must be recorded in writing and entered in the register. Requests by the Police or third parties (e.g. parents or pupils) can only be authorised under section 29 of the Data Protection Act 1998. Should a DVD/USB stick be required as evidence, a copy may be released to the Police under the procedures described in paragraph 6(d) of this Code. DVD/USB stick will only be released to the Police on the clear understanding that the DVD/USB stick remains the property of the School, and both the DVD/USB stick and information contained on it are to be treated in accordance with this code. The School also retains the right to refuse permission for the Police to pass to any other person the DVD/USB stick or any part of the information contained thereon. On occasions when a Court requires the release of an original DVD/USB stick this will be produced from the secure evidence or archived DVD/USB stick store, complete in its sealed bag.

The Police may require the School to retain any stored DVD/USB stick for possible use as evidence in the future. Such DVD/USB stick will be properly indexed and securely stored until the Police need them.

Applications received from outside bodies (e.g. solicitors) to view or release footage stored on DVD/USB stick will be referred to the Headteacher. In these circumstances DVD/USB stick will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee may be charged in such circumstances, currently £10.

Breaches of the code (including breaches of security)

The Headteacher or the DAF will initially investigate any breach of the Code of Practice by school staff. Any serious breach of the Code of Practice will be subject to the terms of disciplinary procedures already in place.

Assessment of the scheme and code of practice

The DAF and Premises Manager may carry out performance monitoring, including random operating checks.

Complaints

Any complaints about the School's CCTV system should be addressed to the Headteacher.

Complaints will be investigated in accordance with Section 7 of the Code of Practice.

Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Headteacher.

Public information

Copies of this Policy will be available to the public from the School 's website or the Reception.

Summary of key points

- This Policy will be reviewed on an annual basis.

- The CCTV system is owned and operated by the School.
- The reception area may not be manned by School staff out of school hours.
- Recordings made will be properly indexed, stored and destroyed after appropriate use.
- DVD/USB sticks may only be viewed by authorised personnel and the Police.
- DVD/USB sticks required as evidence will be properly recorded, witnessed and packaged before copies are released to the police.
- The Headteacher, or the DAF will conduct the initial investigation into any breaches of this Policy.
- Breaches of this Policy and necessary actions will be reported to the Headteacher.

Last review 10/16