

Hummersknott Academy Trust



62 – Closed Circuit Television (CCTV) Policy & Code of Practice

Review Date: July 2023

Adopted/V1	V2	V3	V4				
April 2012	July 2014	July 2017	Dec 2020				

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy applies to all Academies equally.

PURPOSE

The purpose of this document is to state the intention of both the owner and the managers to support the objectives of Hummersknott Academy Trust's CCTV System, (hereafter referred to as 'The System') and to outline how it is intended to do so.

General Principles

- a) The System will be operated fairly, within the law, and only for the purposes for which it was established or which are subsequently agreed in accordance with this Code of Practice
- b) The System will be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and their home
- c) The public interest in the operation of the System will be recognised by ensuring the security and integrity of operational procedures
- d) Throughout this Code of Practice it is intended, as far as reasonably possible, to offer a balance between the objectives of the CCTV System and the need to safeguard the individual's right to privacy. Throughout the Code every effort has been made to indicate that a formal structure has been put in place, (including a complaints procedure) by which it will be identified that the System is not only accountable, but is seen to be accountable
- e) Participation in the system by any local organisation, individual or authority assumes an agreement by all such participants to comply fully with this Code and to be accountable under the Code

Copyright

Copyright and ownership of all material recorded by virtue of the Hummersknott Academy Trust CCTV System will remain with the data controller (CCTV).

SCOPE

A Closed Circuit Television (CCTV) system has been introduced on Hummersknott Academy Trust properties. The system comprises a number of cameras installed at strategic locations. All of the cameras are fixed cameras, images from which are presented on selected devices with a secure access facility. The recording devices are located in secure locations.

For the purposes of this document, the 'owner' of the system is Hummersknott Academy Trust and the 'manager' is the 'data controller (CCTV)' is:

Hummersknott Academy:	Director of Facilities
Skerne Park Academy:	Headteacher

The data controller's (CCTV) role will be the day-to-day operation of the System in compliance with the Code of Practice, and he/she will sign a copy of the Declaration of Confidentiality (Appendix A)

Access to the images is to be strictly controlled by the data controller. Routine viewing of recorded images is to be limited to:

Hummersknott Academy

- Executive Principal
- Vice Principals
- Assistant Principals
- College Managers

Skerne Park Academy

- Headteacher
- Deputy Headteacher

When circumstances require, the Director of Facilities (Hummersknott) and Headteacher (Skerne Park) have authority to allow other members of staff to view recorded images. Staff other than those listed above who view the recorded images will be recorded in a Register held by the Director of Facilities (Hummersknott) and Headteacher (Skerne Park).

If the data controller is unavailable, access to images is limited to those named above who also have the authority to allow other members of staff to view recorded images.

IT Support staff have authority to update the system as required and export media for the data controller.

Objectives of the System

The objectives of the CCTV system are to:

- Promote public safety
- Protect the Trust's buildings and assets
- Support the police in a bid to deter and detect crime
- Apprehend offenders
- Monitor the behaviour of students/pupils
- Assist in managing and running the Trust
- Protect members of the public and private property within Trust grounds

Cameras and Area Coverage

The areas covered by CCTV to which this Code of Practice refers are within each Academy's boundaries. Cameras may be deployed in a covert manner if requested by the Police, Public Authority or an Academy's Management Team.

Monitoring and Recording Facilities

- a) Monitoring of the live images will be carried out as and when required. When active, the CCTV equipment has the capability to record all cameras simultaneously throughout every 24-hour period
- b) CCTV controllers are able to record images from selected cameras in real time, produce hard copies of recorded images, and replay or copy any pre-recorded data at their discretion and in accordance with this Code of Practice

Human Resources

Authorised persons will normally be present whenever the monitoring equipment is in use. All controllers will be appropriately supervised and given instruction to make sure that the System is operated in accordance with the law and the proper respect for people's rights.

Processing and Handling of Recorded Material

All recorded material, whether paper copy, recorded digitally, or as a CD, will be processed and handled strictly in accordance with this Code of Practice.

Operators Instructions

Technical instructions on the use of software housed within the monitoring room are contained in a separate manual provided by the equipment suppliers.

Changes to the Code

- a) Any major changes to the Code, (e.g. such as will have a significant impact upon the Code of Practice or upon the operation of the System) will take place only after consultation with all relevant interested groups, and upon the agreement of all organisations with a participatory role in the operation of the System
- b) A minor change, (e.g. such as may be required for clarification and will not have such a significant impact) may be agreed between the manager and the owner of the System

Privacy and Data Protection

Public Concern

- a) Although the majority of the public at large have become accustomed to 'being watched', those who do express concern do so mainly over matters pertaining to the processing of the information (or data) e.g. what happens to the material that is obtained?

NB: 'Processing' means **obtaining, recording or holding** the information or data or **carrying out any operation or set of operations** on the information or data, including the:

- i) organisation, adaptation or alteration of the information or data
 - ii) retrieval, consultation or use of the information or data
 - iii) disclosure of the information or data by transmission, dissemination or otherwise making it available
 - iv) alignment, combination, blocking, erasure or destruction of the information or data
- b) All personal data obtained by virtue of Hummersknott Academy Trust's CCTV system shall be processed fairly and lawfully and, in particular, shall only be processed in the exercise of achieving the stated objectives of the system. In processing personal data there will be total respect for everyone's right to privacy, especially in terms of their family life and life in the home

Data Protection Legislation

- a) Hummersknott Academy Trust's CCTV System has been registered under current Data Protection legislation

- b) All data will be processed in accordance with the principles of the Data Protection Act, 1998 which, in summarised form, includes, but is not limited to, the following:
 - i) All personal data will be obtained and processed fairly and lawfully
 - ii) Personal data will be held only for the purposes specified
 - iii) Personal data will be used only for the purposes, and disclosed only to the people, shown within this Code of Practice
 - iv) Only personal data will be held which are adequate, relevant and not excessive in relation to the purpose for which the data are held
 - v) Steps will be taken to ensure that personal data are accurate and, where necessary, kept up to date
 - vi) Personal data will be held for no longer than is necessary
 - vii) Individuals will be allowed access to information held about them and, where appropriate, permitted to correct or erase it
 - viii) Procedures will be implemented to put in place security measures to prevent unauthorised or accidental access to, alteration, disclosure, or loss and destruction of, information

Accountability and Public Information

The Public

- a) For reasons of security and confidentiality, access to the CCTV monitoring system is restricted in accordance with this Code of Practice. However, in the interests of openness and accountability, anyone wishing to observe the system may be permitted to do so, subject to the approval of, and after making prior arrangements with, the 'manager' of the System
- b) Cameras will not be used to look into private residential property
- c) Any complaints about the Trusts CCTV system should be addressed in writing to the 'manager' who will carry out an investigation

System Manager

- a) The nominated 'manager' will have day-to-day responsibility for the system as a whole
- b) The System Manager will ensure that every complaint is acknowledged in writing within seven working days and will advise the system owner. He/she will also advise the complainant of the enquiry procedure to be undertaken

Public Information

- a) **Code of Practice:** A copy of this Code of Practice will be made available on request.
- b) **Signs:** Signs will be placed at all official entrances to an Academy. The signs will indicate:
 - i) The presence of CCTV monitoring
 - ii) The 'ownership' of the system, ie Hummersknott Academy Trust

- iii) The purpose of surveillance, e.g. helping to prevent crime and promote community safety

Discipline

- a) Any breach of the Policy by Hummersknott Academy Trust staff will be initially investigated by the person nominated by the owner. Appropriate disciplinary action will be taken in accordance with the Trust's disciplinary code
- b) Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy such a breach

Management of Recorded Material

Guiding Principles

- a) For the purposes of this Code 'recorded material' means any material recorded by, or as the result of, technical equipment which forms part of Hummersknott Academy Trust's CCTV System, but specifically includes images recorded digitally, or on videotape or by way of video copying, including video prints
- b) Every video recording used in conjunction with Hummersknott Academy Trust's CCTV System has the potential of containing material that may be submitted in evidence at some point during its life span
- c) Members of the community must have total confidence that information recorded about their ordinary everyday activities by virtue of the system, will be treated with due regard to their individual right to respect for their private and family life
- d) It is therefore of the utmost importance that all recorded material is treated strictly in accordance with this Code of Practice from the moment the recording is made to its final destruction
- e) Access to, and the use of, recorded material will be strictly for the purposes defined in this Code of Practice only
- f) Recorded material will not be copied, sold, otherwise released or used for commercial purposes or for the provision of entertainment

Release of data to third parties

General Policy

Every request for the release of data must be channelled through the Data Controller (CCTV) who will ensure the following principles are followed at all times:

- a) Access to recorded images will be restricted to those staff who need to have access in order to achieve the purposes of using the equipment
- b) All access to the medium on which the images are recorded will be documented
- c) Disclosure of the recorded images to the third parties will only be made in limited and prescribed circumstances
- d) Primary requests to view data generated by a CCTV System are likely to be made by third parties for any one or more of the following purposes:
- Providing evidence in criminal proceedings
 - Providing evidence in civil proceedings or tribunals
 - The prevention of crime

- The investigation and detection of crime
 - Identification of witnesses
- e) All third parties will be obliged to show adequate grounds for the disclosure of such data and such third parties are likely to include, but may not limited to:
- The police
 - Statutory authorities with powers to prosecute
 - Relevant Legal Representatives
 - Plaintiffs in civil proceedings
 - Defendants in criminal proceedings
- f) If an application for directed surveillance is made the 'Application for Directed Surveillance Authority' form is to be completed (Appendix B)

Video Prints

Guiding Principles

- a) A video recording is a **copy** of an image or images which already exist on computer disc. Video prints will not be taken as a matter of routine. Each time a print is made it must be capable of justification by the originator who will be responsible for recording the full circumstances under which the print is taken
- b) A record will be maintained of all video print productions. The recorded details will include a sequential number; the date, time and location of the incident; the date and time of the production of the print; and the identity of the person requesting the print, (if relevant)

This policy links with values 3 – Nothing but the best for all, 4 – Taking responsibility and 8 – Moral Compass, of Hummersknott Academy Trust's Vision and Values.

RESPONSIBILITY

This policy will be reviewed and updated where necessary by the Director of Facilities, and approved for adoption by the Board of Directors.

PUBLICISING THE POLICY

A copy of this policy will be available on each Academy's website and the X Drive/intranet where applicable. Staff will be advised of amendments to this policy via the Staff Bulletin/Briefing and are expected to familiarise themselves with the content.

POLICY STATUS

This is a non-statutory policy.

Declaration of Confidentiality

Hummersknott Academy Trust CCTV System

I, _____ am retained by Hummersknott Academy Trust to perform the duty of CCTV Controller. I have read or received a copy of the Code of Practice in respect of the operation and management of that CCTV System.

I hereby declare that:

I am fully conversant with the content of that Code of Practice and understand that all duties which I undertake in connection with the CCTV System must not contravene any part of the current Code of Practice, or any future amendments of which I am made aware. If now, or in the future, I am or become unclear of any aspect of the operation of the System or the content of The Code of Practice, I undertake to seek clarification of any such uncertainties.

I understand that it is a condition of my employment that I do not disclose or divulge to any individual, firm, company, authority, agency or other organisation, any information which I may have acquired in the course of, or for the purposes of, my position in connection with the CCTV System, verbally, in writing or by any other media, now or in the future, (including such time as I may no longer be retained in connection with the CCTV System).

In appending my signature to this declaration, I agree to abide by the Code of Practice at all times. I also understand and agree to maintain confidentiality in respect of all information gained during the course of my duties, whether received verbally, in writing or any other media format - now or in the future.

Signed: Print Name:

Witness: Position:

Dated theday of

CONFIDENTIAL

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INTELLIGENCE REF NO	
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Durham Police
APPLICATION FOR DIRECTED SURVEILLANCE AUTHORITY
 Part II Regulation of Investigatory Powers Act 2000

Applicant		Area/Division	
Station/Branch		Operation Name	
Operation Number		TSU Ref	

1. Authority required from (Tick appropriate box)		
Inspector <input type="checkbox"/> (Urgent written only)	Superintendent Written <input type="checkbox"/>	Chief officer or Designate <input type="checkbox"/> (Confidential material only)

2. Detail why the action is necessary under one or more of the following grounds
<input type="checkbox"/> Preventing/detecting crime or preventing disorder <input type="checkbox"/> In the interests of national security <input type="checkbox"/> In the interests of public safety <input type="checkbox"/> For the purpose of protecting public health <input type="checkbox"/> Other (specify) S28(3)(g) RIPA

3. Brief description of investigation, activity to be undertaken and what information is expected to be obtained.

4. Anticipated Start	Date:	Time:
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5. Particulars of surveillance subject(s) against whom this application is directed (or description)	
Name: Address: DOB: ID Code: NIB No:	Name: Address: DOB: ID Code: NIB No:
Force/NCIS Flagged/Folio No	Force/NCIS Flagged/Folio No
Name: Address: DOB: ID Code: NIB No:	Name: Address: DOB: ID Code: NIB No:
Force/NCIS Flagged/Folio No	Force/NCIS Flagged/Folio No

6. National Compromise Database Checked		Date:	By whom:
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7. Explain why the directed surveillance or proportionate to what it seeks to achieve, including the information sought and an assessment of the likelihood of acquiring confidential material.

8. Collateral intrusion: indicate any potential for collateral intrusion on persons other than those targeted; include a plan to minimise any collateral intrusion.

9. Details of why urgency provisions are required (for inspector's urgent written only)