

Ormiston Academies Trust

Ormiston Bolingbroke Academy CCTV policy

Policy version control

Policy type	Mandatory
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Approved by	James Miller, May 2022
Release date	May 2022
Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	<ul style="list-style-type: none">▪ Changes detailed in appendix 3

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1. Introduction

- 1.1. At Ormiston Academies Trust (referred to as “the Trust” and any or all its academies), we take our responsibility towards the safety of staff, visitors and pupils very seriously. To that end, we use surveillance cameras to monitor for the safety and wellbeing of students, staff and visitors.
- 1.2. The purpose of this policy is to manage and regulate the use of the surveillance and CCTV systems at the Trust’s Academies and ensure that:
 - The images captured are being handled in accordance with data protection legislation as set out under UK GDPR
 - The images that are captured are useable for the purposes we require them for.
- 1.3. This policy covers the use of surveillance and CCTV systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:
 - Observing what an individual is doing to ensure safety of students, staff and visitors
 - Taking action to prevent a crime
 - Using images of individuals that could affect their privacy

2. Legal framework

- 2.1. This policy has due regard to legislation including, but not limited to, the following:
 - The Protection of Freedoms Act 2012
 - The UK General Data Protection Regulation
 - The Data Protection Act 2018
 - The Freedom of Information Act 2000
 - The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
 - The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
 - The School Standards and Framework Act 1998
 - The Children Act 1989
 - The Children Act 2004
 - The Equality Act 2010
- 2.2. This policy has been created with regard to the following statutory and non-statutory guidance:
 - Amended surveillance camera code of practice 2021
 - ICO (2022) ‘Guide to the UK General Data Protection Regulation (UK GDPR)’
 - ICO (2017) ‘In the picture: A data protection code of practice for surveillance cameras and personal information’

3. Definitions

- 3.1. For the purpose of this policy a set of definitions will be outlined, in accordance with the surveillance code of conduct:
 - Surveillance – monitoring the movements and behaviour of individuals; this can include video, audio or live footage. For the purpose of this policy only video and audio footage will be applicable.
 - Overt surveillance – any use of surveillance for which authority does not fall under the Regulation of Investigatory Powers Act 2000.
 - Covert surveillance – any use of surveillance which is intentionally not shared with the subjects it is recording. Subjects will not be informed of such surveillance.
- 3.2. The Trust does not condone the use of covert surveillance when monitoring the academy's staff, pupils and/or volunteers.
- 3.3. Any overt surveillance footage will be clearly signposted around the academy.

4. Roles and responsibilities

- 4.1. Ormiston Academies Trust, as the corporate body, is the data controller. The CEO of the Trust therefore has overall responsibility for ensuring that records are maintained, including security and access arrangements in accordance with regulations, however this will be delegated to Principals.
- 4.2. The Data Protection Officer for the Trust is responsible for providing advice and guidance on any potential risks to the rights and freedoms of individuals
- 4.3. The Data Protection Lead deals with the day-to-day matters relating to data protection

5. Purpose and justification

- 5.1. The purpose of CCTV monitoring is to deter crime and to protect the safety and property of the academy. Safety and security purposes include, but are not limited to:
- 5.2. Protection of individuals, including students, staff and visitors;
- 5.3. Protection of academy-owned and/or operated property and buildings, including equipment, building perimeters, entrances and exits, lobbies and corridors, and internal spaces;
- 5.4. Verification of alarms and access control systems;
- 5.5. Patrol of common areas and areas accessible to the public
- 5.6. Investigation of criminal activity, safeguarding incidents and serious disciplinary activity.
- 5.7. The lawful bases we rely on to process CCTV footage are:

Article 6 (1) (e) Processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law. Our basis in law is set out in:

- Section 175 of the Education Act 2002
- the Education (Independent School Standards) Regulations 2014
- the Non-Maintained Special Schools (England) Regulations 2015
- the Education and Training (Welfare of Children) Act 2021
- Keeping Children Safe in Education 2021
- the Health and Safety at Work etc Act 1974

Article 6 (1) (f) the processing is necessary for our legitimate interests unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

6. Protocols

- 6.1. The surveillance system will be registered with the ICO in line with data protection legislation.
- 6.2. The surveillance system is a closed system which must not have the option to record sound enabled
- 6.3. Warning signs have been placed throughout the premises where the surveillance system is active, as mandated by the ICO's Code of Practice. See section 7 for additional information.
- 6.4. The surveillance system has been designed for maximum effectiveness and efficiency; however, the academies cannot guarantee that every incident will be detected or covered and 'blindspots' may exist.
- 6.5. The surveillance system will not be trained on individuals unless an immediate response to an incident is required.
- 6.6. The surveillance system will not be trained on private vehicles or property outside the perimeter of the academy.

7. Code of practice

- 7.1. The Trust understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.
- 7.2. The Trust notifies all pupils, staff and visitors of the purpose for collecting surveillance data via a privacy notice which will be displayed on noticeboards and on individual academy websites
- 7.3. CCTV cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.
- 7.4. All surveillance footage will be kept for up to 30 days for security purposes; the principal and the Data Protection Lead are responsible for keeping the records secure and allowing access.
- 7.5. The academy has a surveillance system for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, pupils and visitors.

- 7.6. The surveillance and CCTV system is owned by the academy and images from the system are strictly controlled and monitored by authorised personnel only. Please see appendix 1
- 7.7. The academy will ensure that the surveillance and CCTV system is used to create a safer environment for staff, pupils and visitors to the academy, and to ensure that its operation is consistent with the obligations outlined in data protection legislation.
- 7.8. The surveillance and CCTV system will:
 - Be designed to take into account its effect on individuals and their privacy and personal data.
 - Be transparent and include a contact point, the DPL, through which people can access information and submit complaints.
 - Have clear responsibility and accountability procedures for images and information collected, held and used.
 - Only keep those images and information for as long as required after six months.
 - Restrict access to retained images and information with clear rules on who can gain access.
 - Consider all operational, technical and competency standards, relevant to the surveillance and CCTV system and its purpose, and work to meet and maintain those standards in accordance with the law.
 - Be subject to stringent security measures to safeguard against unauthorised access.
 - Be regularly reviewed and audited to ensure that policies and standards are maintained.
 - Only be used for the purposes for which it is intended, including supporting public safety, the protection of pupils, staff and volunteers, and law enforcement.
 - Be accurate and well maintained to ensure information is up to date.

8. Right of Access

- 8.1. Under the UK GDPR, individuals have the right to obtain confirmation that their personal information is being processed in line with the data protection principles.
- 8.2. All disks containing images belong to, and remain the property of, the trust.
- 8.3. Individuals have the right to submit a Subject Access Request (SAR) to gain access to their personal data in order to verify the lawfulness of the processing.
- 8.4. The academy will verify the identity of the person making the request before any information is supplied.
- 8.5. A copy of the information will be supplied to the individual free of charge; however, the academy may impose a 'reasonable fee' to comply with requests for further copies of the same information.
 - 8.5.1. Where an SAR has been made electronically, the information will be provided in a commonly used electronic format.
 - 8.5.2. Requests by persons outside the academy for viewing or copying disks, or obtaining digital recordings, will be assessed by the principal, who will consult the DPO, on a case-by-case basis with close regard to data protection and freedom of information legislation.
 - 8.5.3. Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee could be charged *however*

- 8.5.4. Where a request is manifestly unfounded or excessive, the academy holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the ICO and to a judicial remedy, within one month of the refusal.
 - 8.5.5. All fees will be based on the administrative cost of providing the information.
 - 8.5.6. All requests will be responded to without delay and at the latest, within one calendar month of receipt.
 - 8.5.7. In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.
 - 8.5.8. In the event that a large quantity of information is being processed about an individual, the academy will ask the individual to specify the information the request is in relation to.
 - 8.5.9. It is important that access to, and disclosure of, the images recorded by surveillance and CCTV footage is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.
 - 8.5.10. Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:
 - The police – where the images recorded would assist in a specific criminal inquiry
 - Prosecution agencies – such as the Crown Prosecution Service (CPS)
 - Relevant legal representatives – such as lawyers and barristers
 - Persons who have been recorded and whose images have been retained where disclosure is required by virtue of data protection legislation
- 8.6. Requests for access or disclosure will be recorded and the principal will make the final decision as to whether recorded images may be released to persons other than the police.
 - 8.7. Due to differing timescales for retention of CCTV footage, it may not be possible to provide the requested footage as it may have been overwritten prior to the request being received.
 - 8.8. The Data Protection Act 2018 says a data controller does not have to comply with a SAR, if doing so means disclosing information which identifies another individual, except where the consent of that third party has been obtained OR where it is reasonable to comply without the consent of a third party. This could mean that it is not possible to comply with requests due to the inability to redact images of third parties successfully.

Appendix 1

9. Roles and Responsibilities

9.1. The role of the data controller includes:

- 9.1.1. Processing surveillance and CCTV footage legally and fairly.
- 9.1.2. Collecting surveillance and CCTV footage for legitimate reasons and ensuring that it is used accordingly.
- 9.1.3. Collecting surveillance and CCTV footage that is relevant, adequate and not excessive in relation to the reason for its collection.
- 9.1.4. Ensuring that any surveillance and CCTV footage identifying an individual is not kept for longer than is necessary.
- 9.1.5. Protecting footage containing personal data against accidental, unlawful destruction, alteration and disclosure – especially when processing over networks.

9.2. The role of the principal includes:

- 9.2.1. Meeting with the relevant project lead to decide where CCTV is needed to justify its means.
- 9.2.2. Conferring with the DPO with regard to the lawful processing of the surveillance and CCTV footage.
- 9.2.3. Complete a DPIA to ensure all risk have been identified and mitigated sufficiently

9.3 The role of the DPO includes:

- 4.5.1 Monitoring legislation to ensure the academy is using surveillance fairly and lawfully.
- 4.5.2 Communicating any changes to legislation with the Trust.
- 4.5.3 Advising on the appropriate lawful basis for processing CCTV footage
- 4.5.4 Assisting with the completion of a DPIA
- 4.5.5 Assisting with the completion of a legitimate interests assessment where necessary

9.4 The role of the DPL includes:

- 9.4.1 Administering requests for CCTV footage
- 9.4.2 Ensuring records of all viewing requests are kept up to date
- 9.4.3 Ensuring footage is deleted in line with stated retention periods

10. Signage

10.1 The ICO confirm that for academies to ensure their CCTV in operation signs are GDPR compliant, they should:

- 10.1.1. Ensure signage is clear and visible, e.g. outdoor signs are not covered by overhanging branches.
- 10.1.2. Ensure signage is an appropriate size, e.g. if the CCTV is located near a drop off point it needs to be big enough for driver to see it from inside a car.
- 10.1.3. Ensure, if it captures images outside the academy's site, signs are clearly displayed for pedestrians.

- 10.1.4. Ensure staff know who to talk to if they get asked about the images captured on CCTV.
- 10.2 Furthermore, when creating CCTV in operation signs, the wording used must include:
 - 10.2.1 The details of the organisation operating the system.
 - 10.2.2 The purpose of its use, e.g. crime prevention.
 - 10.2.3 Who to contact if individuals have any enquires pertaining to the images being captured by the CCTV, e.g. the data protection officer (DPO) or principal.

11 Security

- 11.1 Access to the surveillance system, software and data will be strictly limited to authorised operators and will be password protected.
- 11.2 The main control facility is kept secure and locked when not in use.
- 11.3 Surveillance and CCTV systems will be tested for security flaws once a month to ensure that they are being properly maintained at all times.
- 11.4 Surveillance and CCTV systems will not be intrusive.
- 11.5 Any unnecessary footage captured will be securely deleted from the academy's system.
- 11.6 Any cameras that present faults will be repaired as soon as possible to avoid any risk of a data breach.
- 11.7 Visual display monitors are accessed via users PC so users are instructed to ensure their monitor cannot be viewed
- 11.8 The ICO surveillance checklist will be completed annually and kept on file
- 11.9 When CCTV is viewed, downloaded or extracted from the system, a record will be made in the CCTV log which details time, date, reason, who the footage was shared with and in what format it was provided.

12 Privacy by design

- 12.1 The use of surveillance cameras and CCTV will be critically analysed using a Data Protection Impact Assessment (DPIA), in consultation with the DPO.
- 12.2 A DPIA will be carried out prior to the installation of any new surveillance and CCTV system.
- 12.3 If the DPIA reveals any potential security risks or other data protection issues, the academy will ensure they have provisions in place to overcome these issues.

- 12.4 Where the academy identifies a high risk to an individual's interests, and it cannot be overcome, the academy will consult the ICO before they use CCTV, and the academy will act on the ICO's advice.
- 12.5 The academy will ensure that the installation of the surveillance and CCTV systems will always justify its means.
- 12.6 If the use of a surveillance and CCTV system is too privacy intrusive, the academy will seek alternative provision.

13 Access

- 13.1 Options for responding where the academy does not have redaction technology could include:
 - Inviting the data subject and/or their representative in to view the footage while manually redacting third parties
 - Providing a still of the footage with third parties manually redacted
 - Obtaining consent from third parties
 - Refusing to comply with the request

14 Authorised Users

Staff members who are authorised to access and process data contained in the CCTV system and who have had appropriate training are:

Name	Richard Morris
Job Role	Operations Manager
Access Level (Full Admin, View, Copy, Live, etc.)	Full Admin
Reason for access	DPL and controller
Cameras that can be accessed (Ref to camera list in Appendix 2)	ALL

Name	Kathryn Evans
Job Role	Principal
Access Level (Full Admin, View, Copy, Live, etc.)	View, Copy, Live
Reason for access	Safeguarding, management, behavior
Cameras that can be accessed (Ref to camera list in Appendix 2)	ALL
Name	Zaina Porshke
Job Role	Operations Manager
Access Level (Full Admin, View, Copy, Live, etc.)	View, Copy, Live
Reason for access	Safeguarding, behavior
Cameras that can be accessed (Ref to camera list in Appendix 2)	ALL
Name	Gary Macintyre
Job Role	AP Behaviour
Access Level (Full Admin, View, Copy, Live, etc.)	View, Copy, Live
Reason for access	Safeguarding, behavior
Cameras that can be accessed (Ref to camera list in Appendix 2)	ALL
Name	Ellis Judge
Job Role	Network Manager
Access Level (Full Admin, View, Copy, Live, etc.)	Full Admin
Reason for access	Network Admin

Appendix 2 List of cameras

Please list all cameras and locations

- 1 000 Bottom Maths Stairs
- 2 000 Bottom Science Fire Stairs
- 3 000 Canteen Centre walkway
- 4 000 Canteen Entrance Yard Side
- 5 000 Canteen Front Extension Side
- 6 000 Canteen Front Yard Side
- 7 000 DT Fire Exit
- 8 000 G021 to Main Hall
- 9 000 Main Hall facing Stage
- 10 000 Music from G024
- 11 000 Science Corridor G020
- 12 000 Street from Front Entrance
- 13 100 Bottom Maths Fire Stairs
- 14 100 F018 to Staff Room
- 15 100 IT Corridor from IT Office
- 16 100 MFL corridor from F028
- 17 100 MFL Corridor to Fire Stairs
- 18 100 Top IT Stairs
- 19 200 Back Gate
- 20 200 Boiler House and Kitchen Extension
- 21 200 Canteen Bin Store
- 22 200 Canteen Corner along Path
- 23 200 Canteen Staff Fire Exit
- 24 200 External IT Fire Stairs
- 25 200 From Pupil Entrance Gate to Bike Rack
- 26 200 G021 to bike racks
- 27 200 Maths Fire Stairs Exit
- 28 200 Pupil Entrance Courtyard Covered
- 29 200 Rear Yard Basketball to sail
- 30 200 Rear Yard Outside G022
- 31 200 Rear Yard Sail to Middle
- 32 200 Science Side Path
- 33 000 6th Form teaching corridor
- 34 000 Admin Office
- 35 000 Bottom 6th form stairs from Street
- 36 000 Bottom Pupil Entrance Stairs
- 37 000 Canteen Corridor from walkway
- 38 000 Canteen Extension
- 39 000 Canteen rear Extension Side

- 40 000 Canteen Rear Yard Side
- 41 000 Corridor first aid to toilets
- 42 000 Covered Walkway
- 43 000 Dance Studio
- 44 000 Drama Theatre
- 45 000 DT Exterior Exit G013
- 46 000 DT Tech to Music corner
- 47 000 DT Technician room corridor
- 48 000 Facing Repro
- 49 000 Fitness Suite
- 50 000 From F006B
- 51 000 Humanities G028
- 52 000 Humanities Toilets
- 53 000 I Zone
- 54 000 Isolation Room
- 55 000 Isolation toilets
- 56 000 Library
- 57 000 Main Hall Entrance Corridor
- 58 000 Main Hall from stage
- 59 000 Maths from Fire Exit
- 60 000 MFL towards F018
- 61 000 Music Corridor Hall End
- 62 000 Pupil Entrance
- 63 000 Pupil Entrance Female Toilets
- 64 000 Pupil Entrance Male Toilets
- 65 000 Rear Pupil Toilets
- 66 000 Reception between sliding doors
- 67 000 Reception Outer Foyer
- 68 000 Science Corridor G018
- 69 000 Science from Tech Room
- 70 000 Science labs G026 G027
- 71 000 Street from Dance
- 72 000 TA Room
- 73 000 TA Room Corridor
- 74 000 TA Room Fire Exit
- 75 000 Top IT Stairs
- 76 100 6th Form Common Room
- 77 100 6th Form Seating Pods
- 78 100 6th Form Study PC Area
- 79 100 6th Form Study Room corner
- 80 100 Art Apple Macs
- 81 100 Art Staff Toilets
- 82 100 Corridor from F019

- 83 100 Corridor F026
- 84 100 Corridor F042 to Pupil Ent landing
- 85 100 English from Mezzanine
- 86 100 English Side Corridor
- 87 100 Head of Year
- 88 100 IT Corridor from F021
- 89 100 IT Over staff Toilets
- 90 100 Maths outside F032
- 91 100 Pupil Entrance 1st floor corridor
- 92 100 Science to Pupil Entrance
- 93 100 Street Mezzanine
- 94 100 Top IT Fire Stairs
- 95 100 Top Maths Fire Stairs
- 96 100 Top Maths Stairs
- 97 100 Top Pupil Entrance Stairs
- 98 200 3G from canteen extension
- 99 200 Admin Patio
- 100 200 Bike Racks Side
- 101 200 External Theatre
- 102 200 Front Car Park from Hair
- 103 200 Front Car Park Textiles
- 104 200 G008 Fire Door
- 105 200 Gas Meter Buildings
- 106 200 Main Entrance
- 107 200 Minibus parking to Site Office
- 108 200 Minibus Parking facing Izone conservatory
- 109 200 Pupil Entrance Courtyard
- 110 200 Pupil Entrance Gates
- 111 200 Rear Yard Path from G021
- 112 200 Under Canopy to Bike Racks
- 113 200 Vehicle Entrance facing out
- 114 200 Vehicle Entrance gates

Appendix 3

Old Section	New Section	Change
1	1	GDPR changed to UK GDPR
2	2	2.1 removed reference to RIPA General data protection regulation changed to UK..... 2.2 Home Office (2013) 'The Surveillance Camera Code of Practice' Changed to Amended surveillance camera code of practice 2021 ICO (2017) 'Overview of the General Data Protection Regulation (GDPR)' changed to ICO (2022) 'Guide to the UK General Data Protection Regulation (UK GDPR)' ICO (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now' removed
3	3	3.2 'covert surveillance will only be operable in extreme circumstances' removed
4	4	4.1 Academy name changed to Ormiston Academies Trust Principal changed to CEO...however this is delegated to Principals 4.2 DPO role included 4.3 now DPL role Original 4.3 and 4.4 now moved to appendix 1 section 9
5	5	5.7 lawful bases added
6		removed
7		removed
8	6	6.2 now says 'must not have the option to record sound enabled'
9		Appendix 1 Section 10
10		Appendix 1 section 11
11		Appendix 1 section 12
12	7	7.2 now says via a privacy notice 7.4 school to complete retention period
13	8	8.1 changed to UK GDPR

		8.7 new section 8.8 new section
Appendix 1	Appendix 1	9.4 added in 10 added in 11 schools to complete highlighted sections 12 added in 13 added in
Appendix 2	Appendix 2	Removed reference to covert cameras