



MARINE ACADEMY PLYMOUTH POLICIES

VERSION CONTROL SHEET

**POLICY NAME: CCTV Policy**

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Document Date	Filename	Mtg submitted	Summary of changes required
September 17	MAP CCTV Policy Sept17		New Policy

## Marine Academy Plymouth

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### Introduction

Marine Academy Plymouth uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

The system comprises of a number of fixed and dome cameras.

The system does have sound recording capability.

The CCTV system is owned and operated by the school and the deployment of which is determined by the school's leadership team.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the campus community.

The Trust's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the Trust's data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

### Objectives of the CCTV scheme

- To protect the campus buildings and assets
- To increase personal safety and reduce the fear of crime
- To support the police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school.

### Statement of intent

The CCTV Scheme will be 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 campus will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the campus, car parks and other

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public areas to support with the investigation of incidents on site, and for the purpose of securing the safety and well being of the campus, together with its visitors.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

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 campus CCTV.

### Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. Marine Academy Plymouth will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

Marine Academy Plymouth will make every effort to position cameras so that their coverage is restricted to the campus premises, which may include outdoor areas.

CCTV will not be used in classrooms.

Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

### Covert Monitoring

Marine Academy Plymouth may in exceptional circumstances set up covert monitoring. For example:

- i) Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from a member of the senior leadership team.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

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### **Storage and Retention of CCTV images**

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

All retained data will be stored securely.

### **Access to CCTV images**

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

### **Subject Access Requests (SAR)**

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Principal. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

Marine Academy Plymouth will respond to requests within 40 calendar days of receiving the written request.

Marine Academy Plymouth reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

### **Access to and Disclosure of Images to Third Parties**

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Trust where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Principal.

The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

### **Breaches of the code (including breaches of security)**

Any breach of the Code of Practice by campus staff will be initially investigated by the Principal, in order for them to take the appropriate disciplinary action.

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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 the breach.

### Complaints

Any complaints about the CCTV system should be addressed to the Principal. Complaints will be investigated in accordance with Section 9 of this Code.

### Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)
- [www.ico.gov.uk](http://www.ico.gov.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998