



## **King Edwin School CCTV Usage Statement**

Date of Last Review: August 2024 Review Period: Annually

**Next Review August 2025**

### **1. Introduction**

King Edwin School is an independent special school located in Norton, Stockon on Tees.

The size of the site makes it impossible to secure the perimeter, so we have therefore looked at alternative ways of providing security both for our students and the public and to assist in the prevention of theft or damage to the school or its property. The main legislation in this area is the Data Protection Act 1998 (replaced on 25 May 2018 by the General Data Protection Regulation GDPR), the Regulation of Investigatory Powers Act 2000 and the Protection of Freedoms Act 2012. We have notified the Information Commissioner's Office (ICO) that King Edwin School operates a CCTV system.

### **2. Purpose of this document**

The purpose of this document is to outline the management and operation of the closed circuit television (CCTV) system at King Edwin School. It also serves as a notice and a guide to data subjects (including students, parents, staff, volunteers, visitors and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the System).

The System is administered and managed by the school, in conjunction with Caretech, who acts as the Data Controller. This document is reviewed annually and should be read with reference to the school's Data Protection & Privacy Policy.

The school's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the school believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

Any reviews of the system will be requested through the Data Controller.

### **3. Objectives of the System**

3.1 To protect the personal safety of students, staff, volunteers, visitors and members of the public.

- 3.2 To protect the school buildings and equipment, and personal property of students, staff, volunteers, visitors and members of the public.
- 3.3 To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- 3.4 To monitor the security and integrity of the school site and deliveries and arrivals.
- 3.5 To monitor staff and contractors when carrying out work duties.
- 3.6 To monitor and uphold discipline among students in line with the Code of Conduct, which is available to parents and students on request.

**4 Positioning**

- 4.1 Locations have been selected, outside of the school buildings, that the school reasonably believes require monitoring to address the stated objectives.
- 4.2 Adequate signage has been placed in a prominent on external gates / fences to inform staff, students and visitors that they are entering a monitored area.
- 4.3 No images of public spaces will be captured except to a limited extent at site entrances.

We have 15 CCTV cameras, some of which are equipped with IR night vision. Our main monitor is located in the Main School Office. 2 cameras are inside and 13 are outside the school buildings. The cameras inside of school are listed below:

Upper school corridor	Upper school entrance
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**5. Maintenance**

- 5.1 The CCTV System will be operational 24 hours a day, every day of the year.
- 5.2 The System Manager (defined below) will check and confirm that the System is recording and that cameras are functioning correctly, on a regular basis.
- 5.3 The System will be checked and (to the extent necessary) serviced regularly.

**6. Viewing of Images**

6.1 Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of, or opportunity for, access by unauthorised persons.

**7. Storage of Data**

- 7.1 The day-to-day management of images will be the responsibility of the Associate Principal, who acts as the System Manager, or such suitable person as the System Manager shall appoint in his absence.
- 7.2 Images will be stored for 28 days and automatically over-written unless the school considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by

an appropriate third party such as the police or local authority.

7.3 Where such data is retained, it will be retained in accordance with the Act and our Data Protection & Privacy Policy. Information including the date, time and length of any recording if applicable, as well as the locations covered and groups or individuals recorded, will be recorded in an electronic logbook in the Systems Manager's files.

## **8. Access to Images**

8.1 Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).

8.2 Individuals also have the right to access personal data the school holds on them (please see the Data Protection Policy & Privacy Notice on our website), including information held on the System, if it has been kept. The school will require specific details including at least time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.

8.3 The System Manager must satisfy him/herself of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:

- Where required to do so by the Principal, the police or some relevant statutory authority;
- To make a report regarding suspected criminal behaviour;
- To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
- To assist the school in establishing facts in cases of unacceptable student behaviour, in which case, the parents/carers will be informed as part of the school's management of a particular incident;
- To data subjects (or their legal representatives) pursuant to an access request under the Act and on the basis set out in 8.2 above;
- To the school's insurance company where required in order to pursue a claim for damage done to insured property; or

8.4 Where images are disclosed under 8.3 above a record will be made in the logbook including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

8.5 If images are provided to third parties under 8.3 above, wherever practicable steps will be taken to obscure images of non-relevant individuals.

The following staff have access to the CCTV:

- System Manager

### **9. Other CCTV systems**

The school does not own or manage third party CCTV systems, but may be provided by third parties with images of incidents where this is in line with the objectives of the school's own CCTV policy and/or its Code of Conduct.

### **10. Complaints and queries**

Any complaints or queries in relation to the school's CCTV system, or its use of CCTV, or requests for copies, should be referred to Christine Williams, King Edwin School, Mill Lane, Norton, Stockton on Tees, TS20 1LG 01642 366610.