

Donnington Wood Infant School & Nursery



Closed Circuit Television (CCTV) Policy & Operating System

Agreed: Jan 2013

INTRODUCTION

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Donnington Wood Infant School and Nursery.

The system comprises a fixed camera situated just inside Reception and covering the main door into the school. The camera's view can be monitored from the office where visitors can be identified and given access to the school. This camera is not for recording purposes, just for identification.

There is also a fixed camera situated on a pole at the rear of the school. This covers the back door of the school. This camera is used to record activity during the evening and night-time.

AIMS

The aims of the system are:

- to identify intruders on the premises in an attempt to reduce the risk of vandalism, theft and undesirable behaviour.
- to protect the school building and their 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

DATA PROTECTION

The CCTV Advisory Service states that a small business would not be subject to the Data Protection Act if :

- the system only has a couple of cameras
- the cameras are fixed and cannot be moved remotely
- the only images recorded on video tape will be the view the camera picks up
- the recorded images would only be given to police to investigate an incident in school.

As all the above applies to our system, we are not affected by Data Protection.

STATEMENT OF INTENT

1. The camera will be used to monitor the entrance door of the school to identify visitors to the school and for the purpose of securing the safety and well being of the school.

2. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.
3. The location of the camera has endeavoured to ensure a clear view of visitors to the school but it is not possible to guarantee that the system will cover or detect every single incident taking place in the area covered.
4. Warning signs, as required by Code of Practice of the Information Commissioner, have been placed in the entrance hall.

OPERATION OF THE SYSTEM

The scheme will be administered and managed by the School administration team, in accordance with the principles and objectives expressed in the code.

This system will be operated 24 hours a day including times when school is closed during school holidays.

CCTV Hardware

- 2 x 15" Black and White Monitors
- 1 x Digital Recorder
- 1 x Internal Reception Camera (fixed)
- 1 x External Camera (fixed)

VIEWING RECORDINGS - PROCEDURES

Images from the camera at the rear of school are recorded digitally.

Recordings may be reviewed by the police for the prevention and detection of crime. A record will be maintained of the release of recordings to the police or other authorised applicants. Viewing of recordings by the police must also be recorded in writing. The school also retains the right to refuse permission for the police to pass to any other person the tape or any part of the information contained thereon.

Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the headteacher. In these circumstances recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases and in both cases an appropriate Administration charge will be made.

CCTV Subject Access Request Form

Under the terms of the Data Protection Act 1998, an individual is entitled to ask for a copy of all the personal information which it holds about him/her for the purposes of providing services to the individual. The information, which the individual is entitled to receive from the authority, includes a description of these purposes and the recipients to whom the data can be disclosed. This entitlement is known as the "Right of Access to Personal Data". Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting disclosure of your data.

PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 31 DAYS BEFORE IT IS DELETED

1. PERSONAL DETAILS

Name:

Address:

Telephone Number:

E-mail Address:

Gender:

2. INFORMATION REQUIRED

To help us find the CCTV data you require, please complete the following section

Date:

Time:

Location:

Description of Incident:

3. DECLARATION

I confirm that this is all of the personal data to which I am requesting access and which is held by the authority for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

Signed _____ Mr/Mrs/Ms

Date _____

or

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name:	
Address:	
Tel number:	
Signed:	Date:

4. FEE & PROOF OF IDENTITY

Under the Data Protection Act 1998, we are entitled to charge a fee of £10 and an appropriate Administration charge will be made for processing your application. We also require evidence that this enquiry is genuine. Therefore please enclose copies of at least two proofs of identity, such as a driving licence, passport, recent utility bill etc. If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and yourself as well as documented authority to act on the Data Subjects behalf.

Failure to provide these documents with your application will mean that your request is refused.

After completing the application form, please check to ensure that all the information you have provided is accurate and all required documents and the fee are enclosed.

Please return the application form to:

Donnington Wood Infant School & Nursery
Baldwin Webb Avenue
Donnington
Telford
TF2 8EP

