

BOURNE COMMUNITY COLLEGE



Aspiration, Innovation, Motivation

CCTV POLICY

September 2020

Next Review July 2021



Our Mission:

To ensure every student achieves great outcomes to flourish and be successful

To have high expectations of all staff and students

To respect those in our community locally, nationally and internationally

Our Vision:

To be the school of choice and the Learning Hub for the locality

Our Values

Our values respect the charter of the UNICEF rights of the Child and our Bourne ID mirrors this.

We gained GOLD status as a rights respecting School and are building on this great achievement.

Our strap line:

Aspiration, Innovation, Motivation

Bourne Community College CCTV Policy

1.0 Introduction

- 1.1 The Bourne Community College operates a CCTV system for the specific purpose of crime prevention, the prevention of anti-social behaviour, the prevention of bullying, for the safety of its students, staff and visitors, and for the protection of its property. Images are monitored and recorded.
- 1.2 Our CCTV systems capture images which include recognisable individuals which constitute personal data and are covered by the relevant Data Protection Regulation. This policy should therefore be read in conjunction with the College's Data Protection policy. The images include personal appearance and behaviours. The information may be about students, staff, visitors, and members of the public. The Scope of the monitoring includes individuals entering or in the immediate vicinity of the area under surveillance.
- 1.3 CCTV is not used in standard classrooms. Cameras are positioned however, in the canteen to monitor behaviour and the Bourne Special Support Centre.
- 1.4 The data may be used within the College's Discipline and Grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.
- 1.5 We are required to ensure that personal data is protected to the best of our abilities and only used for the purposes it was collected. We are aware that failure to do so runs the risk of substantial fines, breach of the trust that data subjects put in us and significant adverse publicity.

2.0 Scope

- 2.1 This Policy applies to all CCTV systems planned or in use by the College.
- 2.2 Other policies linked to this policy:
- The Data Protection Policy
 - The IT Security Policy

3.0 Purposes of the CCTV system

- 3.1 The general purpose is to aid in the provision of a safe and secure environment for students, staff and visitors which covers the following purposes:
- Providing a visual deterrent to those persons considering criminal acts
 - Aiding in the detection and investigation of crime and disorder

4.0 Operation of the system

- 4.1 The system consists of cameras, digital recording equipment and a monitoring station.
- 4.2 Signage is displayed in main reception, and around the site to inform individuals that CCTV monitoring is taking place.
- 4.3 Recorded images will not be retained for longer than is necessary. Integrity of the images will be maintained in a manner that protects the rights of the individual and retains the evidential value of the images should their use become necessary,

- 4.4 The operation of the cameras will involve the following considerations:
- The College makes every effort to position cameras so that their coverage is restricted to the College premises, which will include outdoor areas. Where this is unavoidable, the camera will be masked to prevent any invasion of privacy.
 - Coverage will be primarily external to buildings and any internal requirements will be subject to further scrutiny and justification via a privacy impact assessment.

- 4.5 The operation of digital recorders involves the following considerations:
- Digital recorders are sited in secure locations where only authorised members of staff have access.
 - Digital recorders are secured by complex passwords.

- 4.6 Access and monitoring of the CCTV systems is limited to those users with a need to use them. An evaluation is made on a case-by-case basis and includes:
- Which cameras (or recorded images from which cameras) are required for the task.
 - Whether the individual need current view only or access to recorded images.

4.7 No commercial use is or will be made of CCTV images

4.8 There is no sound monitoring or recording by our CCTV systems

5.0 Record keeping

5.1 Records are kept of accesses to the CCTV system and of any disclosures together with supporting documentation.

6.0 Disclosures

6.1 Access to data by Data Subjects are provided via the procedure detailed in the Data Protection Policy recognising that it may be necessary to deny requests to CCTV images where there is a possibility of disclosing data related to a third party.

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

7.0 Subject Access Requests (SAR)

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

7.2 All requests should be made in writing to the Data Controller. An individual submitting a request will be asked to provide sufficient information to enable the footage relating to them to be identified. For example date, time and location.

7.3 The school will respond to any request within 14 calendar days of receiving the written request and appropriate fee.

Email: ccolley@wsgfl.org.uk

Data Protection Officer

Bourne Community College

Park Road, Southbourne, PO10 8PJ

8.0 Complaints

- 8.1 Any complaints or enquiries about the operation of the College CCTV system should be directed to the Headteacher.
- 8.2 If the issue remains unresolved, and the complainant considers that the school is not operating within the Code of Practice as issued by the Information Commissioners Office, they are advised to contact the Information Commission Office via www.ico.org.uk
- 8.4 The College registration reference with the ICO is Z98818898

9.0 Status of this policy

- 9.1 The policy was approved by Bourne Community College Full Governing Body on
It will be subject to review as deemed necessary