

# St. Mark's Catholic School



## CCTV POLICY

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## Our Mission:

*St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.*

## Contents

<b>1. Aims and Purpose.....</b>	<b>2</b>
<b>2. Relevant legislation and guidance .....</b>	<b>3</b>
<b>3. Definitions .....</b>	<b>4</b>
<b>4. Covert surveillance .....</b>	<b>4</b>
<b>5. Location of the cameras .....</b>	<b>4</b>
<b>6. Roles and responsibilities .....</b>	<b>4</b>
<b>7. Operation of the CCTV system .....</b>	<b>6</b>
<b>8. Storage of CCTV footage .....</b>	<b>6</b>
<b>9. Access to CCTV footage .....</b>	<b>7</b>
<b>10. Data protection impact assessment (DPIA) .....</b>	<b>9</b>
<b>11. Security .....</b>	<b>10</b>
<b>12. Complaints.....</b>	<b>10</b>
<b>13. Monitoring.....</b>	<b>10</b>
<b>Appendix 1.....</b>	<b>11</b>
<b>Appendix 2 - location on CCTV .....</b>	<b>12</b>

## **1. Aims and Purpose**

This policy aims to set out the school's approach to the operation, management and usage of surveillance and closed-circuit television (CCTV) systems on school property.

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at St Mark's Catholic School.

The system comprises a number of IP cameras located in and around the school building. All cameras are monitored under restricted access from nominated staff personal desktops. Staff will only view footage in an office privately and will not disclose any contents. All findings and recordings are to be sent to the Headteacher or Safeguarding Deputy Headteacher to issue data, discuss or follow up. Names of authorised staff with access to the CCTV data will be listed at the end of this policy.

This Code follows Data Protection Act guidelines. The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

### **1.1 Statement of intent**

The purpose of the CCTV system is to:

- Make members of the school community feel safe
- Protect members of the school community from harm to themselves or to their property
- Deter criminality in the school
- Protect school assets and buildings
- Assist police to deter and detect crime
- Determine the cause of accidents
- Assist in the effective resolution of any disputes which may arise in the course of disciplinary and grievance proceedings
- To assist in the defence of any litigation proceedings

The CCTV system will not be used to:

- Encroach on an individual's right to privacy
- Monitor people in spaces where they have a heightened expectation of privacy (including toilets and changing rooms)
- Follow particular individuals, unless there is an ongoing emergency incident occurring
- Pursue any other purposes than the ones stated above

The list of uses of CCTV is not exhaustive and other purposes may be or become relevant.

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The system complies with the requirements of the Data Protection Act 2018 and UK GDPR.

Footage or any information gleaned through the CCTV system will never be used for commercial purposes.

In the unlikely event that the police request that CCTV footage be released to the media, the request will only be complied with when written authority has been provided by the police, and only to assist in the investigation of a specific crime.

The footage generated by the system should be of good enough quality to be of use to the police or the court in identifying suspects.

## **2. Relevant legislation and guidance**

This policy is based on:

### **2.1 Legislation**

- UK General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- European Convention on Human Rights
- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- 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 Guidance**

- Surveillance Camera Code of Practice (2021)

### **3. Definitions**

Surveillance: the act of watching a person or a place

CCTV: closed circuit television; video cameras used for surveillance

Covert surveillance: operation of cameras in a place where people have not been made aware they are under surveillance

### **4. Covert surveillance**

Covert surveillance will only be used in extreme circumstances, such as where there is suspicion of a criminal offence. If the situation arises where covert surveillance is needed (such as following police advice for the prevention or detection of crime or where there is a risk to public safety), a data protection impact assessment will be completed in order to comply with data protection law.

### **5. Location of the cameras**

Cameras are located in places that require monitoring in order to achieve the aims of the CCTV system (stated in section 1.1).

Cameras are located in:

- List the locations of the cameras (see appendix)

Wherever cameras are installed appropriate signage is in place to warn members of the school community that they are under surveillance. The signage:

- Identifies the school as the operator of the CCTV system
- Identifies the school as the data controller
- Provides contact details for the school

Cameras are not and will not be aimed off school grounds into public spaces or people's private property.

Cameras are positioned in order to maximise coverage, but there is no guarantee that all incidents will be captured on camera.

### **6. Roles and responsibilities**

#### **6.1 The Governing board**

The governing board has the ultimate responsibility for ensuring the CCTV system is operated within the parameters of this policy and that the relevant legislation (defined in section 2.1) is complied with.

#### **6.2 The Headteacher – Andrea Waugh Lucas**

The headteacher will:

- Take responsibility for all day-to-day leadership and management of the CCTV system
- Liaise with the data protection officer (DPO) to ensure that the use of the CCTV system is in accordance with the stated aims and that its use is needed and justified
- Ensure that the guidance set out in this policy is followed by all staff
- Review the CCTV policy to check that the school is compliant with legislation
- Ensure all persons with authorisation to access the CCTV system and footage have received proper training from the DPO in the use of the system and in data protection
- Sign off on any expansion or upgrading to the CCTV system, after having taken advice from the DPO and taken into account the result of a data protection impact assessment
- Decide, in consultation with the DPO, whether to comply with disclosure of footage requests from third parties

### **6.3 The Data Protection Officer - Wendy Sherriff SBM**

The data protection officer (DPO) will:

- Train persons with authorisation to access the CCTV system and footage in the use of the system and in data protection
- Train all staff to recognise a subject access request
- Deal with subject access requests in line with the Freedom of Information Act (2000)
- Monitor compliance with UK data protection law
- Advise on and assist the school with carrying out data protection impact assessments
- Act as a point of contact for communications from the Information Commissioner's Office
- Conduct data protection impact assessments
- Ensure data is handled in accordance with data protection legislation
- Ensure footage is obtained in a legal, fair and transparent manner
- Ensure footage is destroyed when it falls out of the retention period
- Keep accurate records of all data processing activities and make the records public on request
- Inform subjects of how footage of them will be used by the school, what their rights are, and how the school will endeavour to protect their personal information
- Ensure that the CCTV systems are working properly and that the footage they produce is of high quality so that individuals pictured in the footage can be identified
- Ensure that the CCTV system is not infringing on any individual's reasonable right to privacy in public spaces

- Carry out Bi-annual checks to determine whether footage is being stored accurately, and being deleted after the retention period
- Receive and consider requests for third-party access to CCTV footage

#### **6.4 The Network Manager – Don Emil**

The system manager will:

- Take care of the day-to-day maintenance and operation of the CCTV system
- Oversee the security of the CCTV system and footage
- Check the system for faults and security flaws termly
- Ensure the data and time stamps are accurate termly

#### **7. Operation of the CCTV system**

- The CCTV system will be operational 24 hours a day, 365 days a year.
- The system is registered with the Information Commissioner's Office.
- The system will not record audio.
- Recordings will have date and time stamps. This will be checked by the system manager termly and when the clocks change.

The CCTV system will be administered and managed by the school in accordance with the values and objectives expressed in the code.

The day-to-day management will be the delegated responsibility of the Headteacher during the day, and the site staff out of hours and at weekends. Viewing of recorded images must take place in restricted area with controlled access. The CCTV system will be operated 24 hours each day, every day of the year, recording all activity. All operators and others with access to images must be aware of the access procedures that are in place.

#### **8. Storage of CCTV footage**

Footage will be retained for 30 days. At the end of the retention period, the files will be overwritten automatically.

On occasion footage may be retained for longer than 30 days, for example where a law enforcement body is investigating a crime, to give them the opportunity to view the images as part of an active investigation.

Recordings will be downloaded and encrypted, so that the data will be secure and its integrity maintained, so that it can be used as evidence if required.

The DPO will carry out Bi -Annual checks to determine whether footage is being stored accurately, and being deleted after the retention period.

- If the disc is archived the reference must be noted.

- Data may be viewed by the Police for the prevention and detection of crime. A record will be maintained of the release of discs to the Police or other authorised applicants. A register will be available for this purpose. Viewing of data by the Police or any external individual must be recorded in writing and entered in the register. Requests by the Police can only be authorised under section 29 of the Data Protection Act 2018.
- Applications received from outside bodies (e.g. solicitors) to view or release data will be referred to the Headteacher. In these circumstances data 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. This must be provided within 40 calendar days of receiving the required fee and the request. A fee of £20 may be charged in such circumstances (a receipt will be provided). If the decision is taken not to release the images, then the image in question should be held and not destroyed until all legal avenues have been exhausted.

## **9. Access to CCTV footage**

Access will only be given to authorised persons, for the purpose of pursuing the aims stated in section 1.1, or if there is a lawful reason to access the footage.

Any individuals that access the footage must record their name, the date and time, and the reason for access in the access log.

Any visual display monitors will be positioned so only authorised personnel will be able to see the footage.

### **9.1 Staff Access**

The following members of staff have to access the CCTV footage without authorisation.

- The Headteacher – Andrea Waugh Lucas
- The Deputy Heads - Sinead McGinty and Mark Longuehay
- The Assistant Headteachers – Louise O’Connell (DSL), Ian Wilkinson, Laura Joyce, Jamie Windmill, Sarah Wickenden and Becky Julien.
- School Business Manager – Wendy Sheriff
- Pastoral and Safeguarding Manager – Juliet Forde
- The Network Manager- Don Emil
- Network Technician – Gabriel Fernandes
- Site team- Chris Shevill – Premises Manager, Chris Kisby Senior Caretaker, Steve Collins Caretaker
- Mrs J Murray – Receptionist (Reception, real-time access only)

CCTV footage will only be accessed from authorised personnel’s work devices, or from the visual display monitors.



All members of staff who have access will undergo training to ensure proper handling of the system and footage.

Any member of staff who misuses the surveillance system may be committing a criminal offence, and will face disciplinary action.

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

### **ACCESS REQUESTS**

- Under the DPA 2018, individuals have the right to obtain confirmation that their personal information is being processed.
- All disks containing images belong to, and remain the property of, the school.
- Individuals have the right to submit an SAR to gain access to their personal data in order to verify the lawfulness of the processing.
- The school will verify the identity of the person making the request before any information is supplied.
- A copy of the information will be supplied to the individual free of charge; however, the school may impose a 'reasonable fee' to comply with requests for further copies of the same information.
- Where an SAR has been made electronically, the information will be provided in a commonly used electronic format.
- Requests by persons outside the school for viewing or copying disks, or obtaining digital recordings, will be assessed by the Headteacher, who will consult the DPO, on a case-by-case basis with close regard to data protection and freedom of information legislation.
- Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged. All fees will be based on the administrative cost of providing the information.
- All requests will be responded to without delay and at the latest, within one month of receipt. 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.
- Where a request is manifestly unfounded or excessive, the school 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.
- In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.

- 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.

### **9.3 Third-Party Access**

CCTV footage will only be shared with a third party to further the aims of the CCTV system set out in section 1.1 (e.g. assisting the police in investigating a crime).

All requests for access should be set out in writing and sent to the headteacher and the DPO.

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 and the Freedom of Information Act 2000. Requests for access or disclosure will be recorded and the Headteacher will make the final decision as to whether recorded images may be released to persons other than the police.

The school will comply with any court orders that grant access to the CCTV footage. The school will provide the courts with the footage they need without giving them unrestricted access. The DPO will consider very carefully how much footage to disclose, and seek legal advice if necessary.

The DPO will ensure that any disclosures that are made are done in compliance with UK GDPR.

All disclosures will be recorded by the DPO.

## **10. Data protection impact assessment (DPIA)**

The school follows the principle of privacy by design. Privacy is taken into account during every stage of the deployment of the CCTV system, including its replacement, development and upgrading.

The system is used only for the purpose of fulfilling its aims.

When the CCTV system is replaced, developed or upgraded a DPIA will be carried out to be sure the aim of the system is still justifiable, necessary and proportionate.

The DPO will provide guidance on how to carry out the DPIA. The DPIA will be carried out by whomever the DPO assigns.

Those whose privacy is most likely to be affected, including the school community and neighbouring residents, will be consulted during the DPIA, and any appropriate safeguards will be put in place.

A new DPIA will be done whenever cameras are moved, and/or new cameras are installed.

If any security risks are identified in the course of the DPIA, the school will address them as soon as possible.

## **11. Security**

- The Premises Manager and Network Manager will be responsible for overseeing the security of the CCTV system and footage
- The system will be checked for faults once a term by the Network Manager
- Any faults in the system will be reported as soon as they are detected and repaired as soon as possible, according to the proper procedure
- Footage will be stored securely and encrypted wherever possible
- The CCTV footage will be password protected and any camera operation equipment will be securely locked away when not in use
- Proper cyber security measures will be put in place to protect the footage from cyber attacks
- Any software updates (particularly security updates) published by the equipment's manufacturer that need to be applied, will be applied as soon as possible

## **12. Complaints**

Complaints should be directed to the headteacher or the DPO and should be made according to the school's complaints policy.

## **13. Monitoring**

The policy will be reviewed annually by the DPO to consider whether the continued use of a surveillance camera remains necessary, proportionate and effective in meeting its stated purposes.

## **Appendix 1.**

### **Internal Process for reviewing CCTV**

Step 1 – Incident occurs.

An incident on the school grounds occurs in which CCTV should be reviewed.

Step 2 - Request for footage

A Request for footage should be sent to the CCTV request inbox where a Google form will be provided to obtain approval.

The approved staff in section 9.1 do not require permission to request footage but they should complete the access register along with all staff.

All other staff should get approval from the Headteacher/ DPO/SBM or Deputy Heads.

Step 3- Footage reviewed

Network Manager Don Emil/Juliet Forde Pastoral and Safeguarding Manager to review footage on behalf of requester.

Network Manager Don Emil/ Juliet Forde Pastoral and Safeguarding Manager to show footage to requester (If deemed appropriate).

Step 4- Footage released or stored

Footage can be released to those with designated access, Register of CCTV releases to be kept on behalf of DPO by Juliet Forde Pastoral and Safeguarding Manager.

Footage can be released to other staff members if approved by the Head teacher or DPO (release to be added to the register).

Step 5 - Footage deleted

Footage should be deleted when not required anymore. Once footage is deleted the CCTV release register should be updated on behalf of the DPO

## Appendix 2 - location on CCTV

Girls toilets science 1st floor	Sports Block - Basketball Hoops
Visitors car park 1	Senior Playground - O/S ICT
Back stairs second floor	
Art Rooms walkway junior playground	Boys Toilets - Music Block
Visitors car park 2	6th Form - Room 64 Back
Reception Car Park	6th Form boys toilets
Back Stairs first floor (R104)	6th form SR RM44
Back Stairs (playground doors)	N Block facing music fire exit
N block facing exams office	Car Park Mini Bus Snr Playground
6th Form - Room 64 Front	6th form reception
1-35-Toilets St Cecilia G/F 5	Boys toilets - science ground
Prayer Garden	Toilets (both) OS Maggie's
Student Services	Blue stairs second floor
Blue Stairs first floor (R110)	Sports Block - Front Entrance ou
LRC Computer room	Sports Block - back of hall o/s
Staff Dining	Sports Hall Corridor
Parish Hall End	Sports Block - main hall fire ex
Music Block Ground Lobby	Sports Block - back facing cage4
Girls toilets - Science ground	Sports Hall reception
Maggie's corridor & Theatre	Main Hall
Senior Playground Wide N Block	Jnr playground benches o/s back
Green stairs second floor	Green Stairs OS RM101
Staff Room	3-6e Benches OS Staff RM-1
Drama Room (36) Corridor	Boys toilets - science 1st floor
Maggie's facing counter	3P-5E-Play Ground OS LRC-1
Church Gate O/S 6th Form	sport block facing hoops
Green stairs 3rd floor (302)	Smokers Corner
Music Block outside panning	Theatre facing n block
Maggie's whole room	Outside Rm9
6th form bench area	First Floor 105 corr
Science entrance	First floor 106 corr
Maggie's facing doors	Main flor 205 corr
Music Block corridor	2nd floor 207 corr
Canteen	St Michael's Hall
Blue stairs 3rd floor (306)	Playground Cages
Boys Toilets O/S R24	St Michael and Martin Hall
2-9E Bike Shed-1	Sixth form ipad
Reception	N block 1st floor
Back stairs 3rd floor (304)	History doors
Girls toilets O/S staffroom	Technology
Technology Foyer	Jnr Playground Static
Reception Car Park panning	Reception Facing Finance
Small playground facing art	Camera facing Finance
Small playground basketball hoop	Small playground facing art

Senior Playground Wide N Block  
Sports Block - Basketball Hoops  
Portakabin Entrance  
Portakabin TC6  
Portakabin Top Stairs  
Portakabin Ramp  
Portakabin TC3  
Portakabin TC4  
Portakabin Cages

Small playground basketball hoop  
Portakabin TC1