

# Southmoor Academy



## CCTV POLICY

Southmoor Academy recognises that CCTV systems can be privacy intrusive. Careful consideration is therefore given to evaluate whether the CCTV system in place is a necessary and proportionate means of achieving the legitimate objectives set out below.

### **Objectives**

Review of this policy shall be repeated regularly and whenever new equipment is introduced, a review will be conducted, and a risk assessment put in place. We aim to conduct reviews no later than every two years.

The purpose of the CCTV system is to assist the school in reaching the following objectives:

- (a) To protect pupils, staff and visitors against harm to their person and/or property;
- (b) To increase a sense of personal safety and reduce the fear of crime;
- (c) To protect the school buildings and assets;
- (d) To support the police in preventing and detecting crime;
- (e) To assist in identifying, apprehending and prosecuting offenders;
- (f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence;
- (g) To assist in managing the school.

### **Purpose of This Policy**

The purpose of this policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the Academy. A list of cameras used by the Academy is contained in Appendix 1.

### **Statement of Intent**

CCTV cameras are installed in such a way that they are not hidden from view. We do not covertly record anyone. Signs are predominantly displayed where relevant so that staff, students, visitors and members of the public are made aware that they are entering an area covered by CCTV.

CCTV cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, changing facilities, etc.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design have endeavoured to ensure that the system 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, will be clearly visible on the site.

Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

CCTV images are not retained for longer than necessary, taking into account the purposes for which they are processed. Data storage is automatically overwritten by the system after a period of 28 days.

Recorded images will only be retained long enough for any incident to come to light (e.g., for a theft to be noticed) and the incident to be investigated. In the absence of a compelling need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 6 months.

### **System Management**

Access to the CCTV system and data shall be password protected and will be kept in a secure area.

The CCTV system will be administered and managed by Mrs N. Harris (Deputy Head: Pastoral) who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager, the system will be managed by Mr D. Martin (Deputy Head: Estates, Logistics and Health & Safety).

The system and the data collected will only be available to the Systems Manager, their replacement and appropriate members of staff as determined by the Headteacher.

The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the school does not guarantee that it will be working during these hours.

The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that the cameras are functional.

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by proving clear, usable images.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

Where a person other than those mentioned above requests access to the CCTV data or system, the System Manager must satisfy themself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists, access will be refused.

Details of all visits and visitors will be recorded in a system logbook including time/date of access and details of images viewed and the purpose for so doing.

### **Downloading Captured Data on to Other Media**

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings), any downloaded media used to record events from the hard drive must be prepared in accordance with the following procedures: -

- (a) Each downloaded media must be identified by a unique mark.
- (b) Before use, each downloaded media must be cleaned of any previous recording.
- (c) The System Manager will register the date and time of downloaded media insertion, including its reference.
- (d) Downloaded media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a downloaded media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.
- (e) If downloaded media is archived, the reference must be noted.
- (f) If downloaded media is put onto a device, the device will be encrypted, and password protected.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, their replacement and the Headteacher and other authorised staff. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable, if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any downloaded media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the downloaded media (and any images contained thereon) remains the property of the school and downloaded media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media, this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until needed by the police. Applications received from outside bodies (e.g., solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's Data Protection Officer.

### **Complaints About the Use of CCTV**

Any complaints in relation to the school's CCTV system should be addressed to the Headteacher.

### **Requests for Access by the Data Subject**

The Data Protection Act provides data subjects – those whose image has been captured by the CCTV system and can be identified - with a right to access data held about themselves, including those obtained by CCTV. Requests for such data should be made to the Trust Data Protection Lead:

([sara.barwick@aspirenortheast.co.uk](mailto:sara.barwick@aspirenortheast.co.uk)).

**Public Information**

This policy is available on the academy's website and by request from the school office.

**Last review date:** 05.03.25

**Person Responsible:** Deputy Head: Pastoral

**APPENDIX 1:** Southmoor Academy - List of Cameras & Locations

**APPENDIX 1: SOUTHMOOR ACADEMY**  
**CCTV CAMERAS & LOCATIONS**

CAMERA NUMBER	LOCATION
1	Outside CEO Office
2	Outside Finance Office (1.5)
3	Rear of Reset Room
4	Outside B1
5	Outside PA's Office (1.2)
6	Reception – outside Staff Room
7	N/a
8	White doors leading from small quad pointing at B stairs
9	Bottom of B stairs
10	Outside CA1 B entrance side
11	Outside B6
12	Outside B4
13	Outside Pupil Reception
14	Bottom of B Stairs
15	Outside Attendance Office (1.11)
16	B Stairs - First Floor
17	Outside B5
18	A Stairs – Top Floor
19	Outside Pupil Support Centre (PSC)
20	C Stairs – First Floor
21	Outside C2
22	Outside B7
23	Outside C6
24	Top of C Stairs
25	Top of B Stairs
26	Outside Main Hall
27	B Stairs – First Floor
28	Outside S3
29	Small Quad – Technology Block Entrance
30	Outside T4
31	Outside T5
32	Outside Boys' Toilets – Sixth Form
33	Sixth Form Restaurant
34	Outside T7
35	Outside S4
36	Outside Sixth Form Office (1.2)
37	Sixth Form Restaurant
38	Small Quad – Entrance to Sixth Form
39	Sixth Form – pointing towards S8
40	A Stairs – First Floor
41	Outside A2
42	N/a
43	PE Entrance – looking past Office (1.7)
44	Outside Girls' Toilet – New Block

45	Outside 3.3
46	F Stairs – Top Floor
47	F Stairs – Top Floor
48	Sir Tom Cowie Suite – next to Office (1.5)
49	Outside 2.7
50	E Stairs – First Floor
51	D Stairs – First Floor
52	Outside 2.14
53	Outside 2.15
54	F Entrance – beside doors to Restaurant
55	Outside Sir Tom Cowie Suite – Entrance D
56	E Stairs – Second Floor
57	D Doors
58	D Entrance
59	Restaurant – Single Door Exit
60	Front of Reset Room
61	Old Gym Corridor
62	Outside Exam Office
63	Restaurant (Top)