



## **Maiden Erlegh Reading CCTV Guidance**

The Trust recognises that CCTV systems can be privacy intrusive.

Each school will ensure that there are prominent signs placed around the site which are clearly visible and readable and contain details of the purpose for using CCTV and who to contact about the scheme.

### **Objectives**

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

The purpose of the CCTV system is to assist Maiden Erlegh Reading in reaching these 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 Guidance**

The purpose of this guidance is to regulate the management, operation and use of the CCTV system (closed circuit television) at Maiden Erlegh School in Reading.

The CCTV system used by Maiden Erlegh School in Reading comprises approximately 60 cameras, details of which are included in Appendix 1.

The school's CCTV system is used solely for purposes(s) identified above and is not used to routinely monitor staff conduct.

Cameras will only be used in exceptional circumstances in areas where the subject has a heightened expectation of privacy e.g., changing rooms or toilets. In these areas, the school will use increased signage in order that those under surveillance are fully aware of their use.

### **Statement of Intent**

CCTV Cameras are installed in such a way that they are not hidden from view. 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. The signs also contain contact details as well as a statement of purposes for which CCTV is used.

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 has 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 and make clear who is responsible for the equipment.

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 30 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 compelling a need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 12 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 Julie Foster who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this guidance. In the absence of the Systems Manager the system will be managed by Will Graham.

The system and the data collected will only be available to the Systems Manager, his/her replacement and appropriate members of the school's leadership team as determined by the Headteacher (SLT, Heads of Year, Inclusion Manager, On patrol staff and Behaviour Support workers).

The CCTV system is designed to be in operation 24 hours a day 7 days a week, 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 cameras are functional. Each CCTV system in school will be maintained by a specialist CCTV contractor and this may include periodic inspections of footage.

Cameras have been selected and positioned so as to best achieve the objectives set out in this guidance in particular by proving clear, usable images. CCTV cameras record visual images only and do not record sound.

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 him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused. School staff can view CCTV



footage in order to make a decision as to whether to search a student for an item as described in the DfE document 'Searching, screening and confiscation' If the recorded footage reveals that misconduct has been committed by a member of staff, this evidence may be used in a disciplinary case.

Details of all visits and visitors will be recorded in a system [here](#), including time/data of access and details of images viewed and the purpose for so doing. A hard copy of this log will be available to sign in the site office for ease.

### **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.
- (g) If downloaded media is stored on SharePoint/Network, then access to this file must be limited and/or password protected.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, his/her replacement and the Headteacher and other authorised senior leaders. 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. Ensure Appendix 2 is completed.

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 they are 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. Advice from Judicium, the Trust DPO service must be sought.



If the school wishes to allow parents to view CCTV (i.e. in relation to student behaviour), the parent must be invited into school so they can be fully supervised. Those supervising must ensure that visitors do not record a copy of any footage shared.

### **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 Julie Foster.

### **Public Information**

Copies of this guidance will be available to the public from the school office if required.



**Appendix 1 – Details of cameras and location at Maiden Erlegh School in Reading**

<b>Location</b>	<b>Camera Type</b>	<b>Sound</b>	<b>Recording Capacity</b>	<b>Swivel/Fixed</b>
Girls toilet 2 <sup>nd</sup> floor	HIKVISION	N	1 MONTH	FIXED
Boys toilet 2 <sup>nd</sup> floor	HIKVISION	N	1 MONTH	FIXED
Girls toilet 1 <sup>st</sup> floor	HIKVISION	N	1 MONTH	FIXED
Boys toilet 1 <sup>st</sup> floor	HIKVISION	N	1 MONTH	FIXED
Girls toilet ground floor	HIKVISION	N	1 MONTH	FIXED
Boys toilet ground floor	HIKVISION	N	1 MONTH	FIXED
Atrium 1 <sup>st</sup> floor	HIKVISION	N	1 MONTH	FIXED
Atrium 2 <sup>nd</sup> floor	HIKVISION	N	1 MONTH	FIXED
Humanities corridor	HIKVISION	N	1 MONTH	FIXED
Dining area	HIKVISION	N	1 MONTH	FIXED
Serveries A	HIKVISION	N	1 MONTH	FIXED
Serveries B	HIKVISION	N	1 MONTH	FIXED
Dining room B (3 <sup>rd</sup> servery)	HIKVISION	N	1 MONTH	FIXED
Camera 01	HIKVISION	N	1 MONTH	FIXED
South staircase ground floor	HIKVISION	N	1 MONTH	FIXED
South staircase 1 <sup>st</sup> floor	HIKVISION	N	1 MONTH	FIXED
South staircase 2 <sup>nd</sup> floor	HIKVISION	N	1 MONTH	FIXED
East staircase ground floor	HIKVISION	N	1 MONTH	FIXED
East staircase 1 <sup>st</sup> floor	HIKVISION	N	1 MONTH	FIXED
East staircase 2 <sup>nd</sup> floor	HIKVISION	N	1 MONTH	FIXED
West staircase ground floor	HIKVISION	N	1 MONTH	FIXED
West staircase 1 <sup>st</sup> floor	HIKVISION	N	1 MONTH	FIXED
West staircase 2 <sup>nd</sup> floor	HIKVISION	N	1 MONTH	FIXED
Maths corridor	HIKVISION	N	1 MONTH	FIXED
Science east corridor	HIKVISION	N	1 MONTH	FIXED
Science west corridor	HIKVISION	N	1 MONTH	FIXED



Science prep corridor	HIKVISION	N	1 MONTH	FIXED
ICT corridor	HIKVISION	N	1 MONTH	FIXED
Dining C	HIKVISION	N	1 MONTH	FIXED
Central staircase 1 <sup>st</sup> floor	HIKVISION	N	1 MONTH	FIXED
Central staircase 2 <sup>nd</sup> floor	HIKVISION	N	1 MONTH	FIXED
Languages corridor	HIKVISION	N	1 MONTH	FIXED
Drama corridor	HIKVISION	N	1 MONTH	FIXED
Sports hall corridor	HIKVISION	N	1 MONTH	FIXED
Front car park	HIKVISION	N	1 MONTH	FIXED
Student entrance	HIKVISION	N	1 MONTH	FIXED
Front side UTC	HIKVISION	N	1 MONTH	FIXED
Front side Bulmershe road	HIKVISION	N	1 MONTH	FIXED
Rear school UTC side	HIKVISION	N	1 MONTH	FIXED
Front side bulmershe	HIKVISION	N	1 MONTH	FIXED
Rear bulmershe side	HIKVISION	N	1 MONTH	FIXED
Reception internal	HIKVISION	N	1 MONTH	FIXED
PE store	HIKVISION	N	1 MONTH	FIXED
Rear temps	HIKVISION	N	1 MONTH	FIXED
Side temps	HIKVISION	N	1 MONTH	FIXED
Car park right	HIKVISION	N	1 MONTH	FIXED
Car park left	HIKVISION	N	1 MONTH	FIXED
MUGA	HIKVISION	N	1 MONTH	FIXED
Rear side UTC	HIKVISION	N	1 MONTH	FIXED
Sports hall	HIKVISION	N	1 MONTH	FIXED
PE corridor	HIKVISION	N	1 MONTH	FIXED
Rear side gate	HIKVISION	N	1 MONTH	FIXED



Bike shed 02	HIKVISION	N	1 MONTH	FIXED
Student services	HIKVISION	N	1 MONTH	FIXED
LRC corridor	HIKVISION	N	1 MONTH	FIXED
Inclusion	HIKVISION	N	1 MONTH	FIXED
Main hall	HIKVISION	N	1 MONTH	FIXED
PE entrance	HIKVISION	N	1 MONTH	FIXED
Bike shed 03	HIKVISION	N	1 MONTH	FIXED
Front bike shed	HIKVISION	N	1 MONTH	FIXED
Main reception	HIKVISION	N	1 MONTH	FIXED

**Appendix 2 - Disclosure of Information to third parties**

**Maiden Erlegh Trust**

**Disclosure of data to 3<sup>rd</sup> party, including Police**

**Reference Number .....**

**Section A Description of Data required to be disclosed  
(To be completed by a School Representative)**

*(Please tick as required)*

View       Take possession of original       Copy       Given verbally

Description of document(s)

.....  
.....

**Disclosure of Data contained within computerised records (including CCTV images)**

*(Please tick as required)*

View       Take possession of disc copy       Printout       Given verbally

State what data is required and where data stored (i.e. address of named person from Bromcom).

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**School representative making copy**

Name.....

Signature.....

Date.....

**School representative making disclosure/handing over copy – this must be agreed by a member of SLT prior to handing over copy.**

Name .....

Signature .....

Date.....

SLT signature .....

**Section B overleaf to be completed**





**Section B Reason Data required**

a) To be completed by Police Officer or b) to be completed by other agency

a) I can confirm that the data detailed on page 1 is required by me for any of the following reasons contained within sections 28(1), 29(1)(a) and (b) and 35(2)(a) of the Act.

	Please tick as required
For the purpose of safeguarding national security.	
The prevention or detection of crime.	
For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings)	
Is otherwise necessary for the purposes of establishing, exercising or defending legal rights	

Name.....Collar Number.....

Police Force.....Station.....

Signature.....Date.....

Crime/Incident No.....

b) I can confirm that the above data is required by me for any of the following reasons contained within sections 28(1), 29(1)(a) and (b) and 35(2)(a) of the Act.

	Please tick as required
For the purpose of safeguarding national security.	
The prevention or detection of crime.	
For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings)	
Is otherwise necessary for the purposes of establishing, exercising or defending legal rights	

Name.....

Position (if applicable).....

Business/Agency (if applicable).....

Business/Agency/Home address (whichever is applicable).....

Signature.....Date.....

Reference No.....

Completed forms must be returned to the School Business Manager

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Office use:  
Date receipt ..... Date Added to disclosure log .....