

SPTA CCTV Policy

Key points

- Purpose of SPTA's CCTV systems is to
 - Protect SPTA's buildings and assets;
 - Assist in the prevention and detection of crime;
 - Assist in identifying, apprehending and prosecuting offenders;
 - Assist in managing and running SPTA offices and its Academy sites; and
 - Monitor the security of buildings.
- The day-to-day management of the CCTV system is the responsibility of the Facilities Manager for SPTA offices or the Principal or Designated Academy member of staff at Academies
- CCTV cameras are located at strategic points, principally at the entrance and exit point of sites and buildings. All cameras will be prevented from focusing on the frontages or rear areas of private homes, gardens or other areas of private accommodation.
- The cameras are mounted such that no images can be obtained through windows of toilet areas.
- CCTV signs will be prominently placed at strategic points and at entrance and exit points of the sites to inform staff, students, visitors and members of the public that a CCTV installation is in use.
- CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998. The CCTV cameras must be administered and managed in accordance with the principles and objectives expressed in the Data Protection Policy as well as the CCTV Policy.
- The SPTA Data Protection Officer is Lucy Betteridge, Executive Assistant to Sir Paul Edwards, Lucy.betteridge@schoolpartnershiptrust.org.uk.
- SPTA is required to register its processing of personal data with the Information Commissioner's Office (ICO).
- Where new cameras are to be installed on SPTA premises, Part 4 of the ICO's CCTV Code of Practice will be followed before installation:
 - The appropriateness of and reasons for using CCTV will be assessed and documented;
 - The purpose of the proposed CCTV system will be established and documented;
 - Responsibility for day-to-day compliance with this policy will be established and documented;
 - Consultation with the Data Protection Officer is required to ensure that the CCTV system is covered by SPTA's Notification with the Information Commissioner's Office ("ICO").
- Access to images will be restricted to those staff that need to have access in accordance with the purposes of the system. Access to the images is to be strictly controlled by a password system managed by the Facilities Manager.
- Members of staff with responsibility for recorded images must ensure that images are only held for a maximum of 45 days and are then overwritten.
- Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system.
- All requests for the release of images should be referred to the SPTA Data Protection Officer. A form to document the request of images is provided at Appendix A to the policy.

D12a – Appendix 1

- The policy does not explicitly refer to any use in teaching and learning. Principals therefore need to review their Academy's use of CCTV and inform Lucy Betteridge as SPTA's Data Protection Officer of any use in their Academy which is not covered by the terms of the policy. A specific Appendix covering this additional use can then be agreed.