



## **Use of CCTV Code of Practice**

**Date: October 2021**

**Date of Review: July 2023**

## **1. Introduction**

- 1.1. The purpose of this Code of Practice is to regulate the management operation and use of the closed circuit television (CCTV) system at The Henry Cort Community College, hereafter referred to as the college.
- 1.2. The system comprises a number of CCTV cameras located in and around the college site. CCTV images are stored to a hard drive and are only available to selected senior staff on the Administrative Network and viewed when necessary as: 2. / 3.
- 1.3. This code follows Data Protection Act guidelines.
- 1.4. The Code of Practice will be subject to review bi-annually or as necessary to include consultation as appropriate with interested parties.
- 1.5. The CCTV system is owned by the college.

## **2. Objectives of the CCTV Scheme**

- 2.1 To protect the college buildings and their assets.
- 2.2 To increase personal safety and reduce the fear of crime.
- 2.3 To support the Police in a bid to deter and detect crime.
- 2.4 To assist in identifying, apprehending and prosecuting offenders.
- 2.5 To protect members of the public and private property.
- 2.6 To assist in managing the college.

## **3. Statement of Intent**

- 3.1. The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- 3.2. The college will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- 3.3. Cameras will be used to monitor activities within the college and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the college together with its visitors.
- 3.4. Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the college's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

- 3.5. 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 and with the written authority of the Police. Images will never be released to the media for purposes of entertainment.
- 3.6. The planning and design has endeavoured to ensure that the Scheme 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.
- 3.7. Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the college CCTV.

#### **4. Operation of the System**

- 4.1. The Scheme will be managed by the Principal, in accordance with the principles and objectives expressed in the code.
- 4.2. The day-to-day management will be the responsibility of the Senior Site Manager & IT Network Manager, including out of hours and weekends.
- 4.3. The College will decide if CCTV operation is needed in all areas at all times. I.e. some cameras may only operate at set times depending on need or if activated by motion sensor.
- 4.4. The CCTV system is operational 24 hours each day, every day of the year and can capture a minimum of 4 frames per second and recordings can be retained for a minimum of 7 days. They will have an accurate time and date stamp.
- 4.5. The Senior Site Manager and IT Manager will check and confirm the efficiency of the system weekly and in particular that the equipment is properly recording and that cameras are functional.
- 4.6. Unless an immediate response to events is required, CCTV cameras must not be directed at an individual or a specific group of individuals.
- 4.7. Images are only accessed by selected senior staff on the Administrative Network as required.
- 4.8. If out of hours emergency maintenance arises, the Site Team must be satisfied of the identity and purpose of contractors before allowing entry.

#### **5. Monitoring Procedures**

- 5.1. Camera surveillance may be maintained at all times.
- 5.2. An analogue monitor is installed in the Business Manager's office, to which pictures will be continuously recorded. Access is restricted to the Senior Site Manager and digital images are only available using a password system managed by the IT Manager and available to selected senior staff.
- 5.3. If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review, or Cancellation must be returned to the Corporate Monitoring Officer, Hampshire County Council, Chief Executive's Department, Elizabeth II Court, The Castle, Winchester, Hants SO23 8UJ.

## **6. Breaches of the Code (including breaches of security)**

- 6.1. Any breach of the Code of Practice by college staff will result in an investigation instigated by the Principal, in order for them to take the appropriate disciplinary action.
- 6.2. Any serious breach of Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

## **7. Complaints**

- 7.1. Any complaints about the college CCTV system should be addressed to the Principal.
- 7.2. Complaints will be investigated in accordance with Section 8 of this Code.

## **8. Access by the Data Subject**

- 8.1. The Data Protection Act provides Data Subjects (individuals to whom “personal data” relate) with a right to data held about themselves, including those obtained by CCTV.
- 8.2. Requests for Data Subject Access should be made in writing to the Principal, who must usually provide this free of charge within one calendar month.

## **9. Public Information**

- 9.1. Copies of this Code of Practice will be available on our website - [www.henry-cort.hants.sch.uk](http://www.henry-cort.hants.sch.uk)

This policy is supported by the Data Protection Policy.