



*Total Education Services - Total Tuition Alternative Provision - Rosewood Independent School  
Subsidiaries of JWA Holdings Limited*

## **CCTV Policy**

### **Introduction**

Our settings (Total Education Services Limited, Rosewood Independent School, Total Tuition Limited, “the Company”) have CCTV with audio recording in teaching, office, and communal spaces across our settings. This includes the outdoor areas at our Stannington site. This policy details the purpose, use and management of the CCTV system details the procedures to be followed in order to ensure that we comply with relevant legislation and the current Information Commissioner’s Office CCTV Code of Practice. The setting will have due regard to the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012 and the Human Rights Act 1998.

### **CCTV System overview**

The CCTV system is owned by the Company and the system is managed by the Executive Headteacher and Company Director. Under data protection legislation, the Company Director is the ‘data controller’ for the images produced by the CCTV system. The Company is registered with the Information Commissioner's Office and our registration numbers are:

ZA435617 (Total Tuition Limited)

ZB024532 (Rosewood Independent School)

XXXXXXX (Total Education Services)

The CCTV system operates to meet the requirements of the Data Protection Act and the Information Commissioner’s guidance.

The Company Director is responsible for the overall management and operation of the CCTV system, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.

Signs are placed within each room where a camera is present in order to inform staff, students, visitors and members of the public that CCTV is in operation. The signage indicates that the system is managed by Total Tuition Limited and a 24 hour contact is provided. The Company Director is responsible for ensuring that adequate signage is erected in compliance with the ICO CCTV Code of Practice. Cameras are sited to ensure that they cover the premises as far as is possible.

The CCTV system is operational and is capable of being monitored for 24 hours a day, every day of the year. The CCTV system is subject to a Privacy Impact Assessment. Any proposed new CCTV installation is subject to a Privacy Impact Assessment. Any new CCTV Camera installation is subject to a privacy assessment.

### **Purposes of the CCTV system**

The principal purposes of the Company’s CCTV system are as follows:

- for the prevention, reduction, detection and investigation of crime and other incidents;
- to ensure the safety of staff, students and visitors, including protection from untrue allegations;
- to assist in the investigation of suspected breaches of Company regulations by staff or students.

The Company seeks to operate its CCTV system in a manner that is consistent with respect for the individual's privacy.

### **Monitoring and Recording**

CCTV is only accessible by the Company Director (data controller) and the Executive Headteacher. CCTV footage may be requested by Senior Staff at the Company only. Footage will only be saved and shared only if there is a requirement to release footage (to evidence violence, harm, damage to property, or behaviour which may be requested for authorities such as Police or Social Services). The sharing of data is in line with our confidentiality policy.

If there is a requirement to edit footage (for example, to blur images of third parties), a clear contract will be in place with defined responsibilities and assurance that information is only processed in line with our instructions.

Our CCTV Action and Access plan is reviewed on a 6-monthly basis or in the case of any upgrade or change to CCTV services.

Our monitors are sited within communal areas and office spaces. Our footage is only viewable by the Company Director on a secure device with secure access to the device and the Ring app, where Ring cameras are utilised.

The Company Director will ensure that all appropriate procedure is followed in relation to releasing any CCTV footage. Release of footage will remain consistent with the purpose of establishing a CCTV system at all times.

All images recorded by the CCTV system remain the property and copyright of the Company. Staff activities will not be monitored with the exception of reason which is consistent with the purpose of establishing a CCTV system.

### **Compliance with Data Protection**

Legislation In its administration of its CCTV system, the Company complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Due regard is given to the data protection principles embodied in GDPR. These principles require that personal data shall be: a) processed lawfully, fairly and in a transparent manner; b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed; d) accurate and, where necessary, kept up to date; e) kept in a form which permits identification of the data subjects for no longer than is necessary for the purposes for which the personal data are processed; f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. The Company ensures it is responsible for, and able to demonstrate compliance with GDPR

### **Applications by individual data subjects**

Requests by individual data subjects for images relating to themselves "Subject Access Request" should be submitted in writing to the Company Director with proof of identification. In order to locate the images on the Company's system, sufficient detail must be provided by the data subject in order to allow the relevant images to be located and the data subject to be identified. Where the Company is unable to comply with a Subject Access Request without disclosing the personal data of another individual who is identified or identifiable from that information, it is not obliged to comply with the request unless satisfied that the individual has provided their express consent to the

disclosure, or if it is reasonable, having regard to the circumstances, to comply without the consent of the individual.

### **Access to and disclosure of images to third parties**

A request for images made by a third party should be made in writing to the Company Director. In limited circumstances it may be appropriate to disclose images to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime or in other circumstances where an exemption applies under relevant legislation. Such disclosures will be made at the discretion of the Company Director, with reference to relevant legislation and where necessary, following advice from the ICO. Where a suspicion of misconduct arises and at the formal request of the Investigating Officer or HR Manager/Advisor, the Company Director may provide access to CCTV images for use in staff disciplinary cases when consistent with the purpose for establishing the CCTV system. A record of any disclosure made under this policy will be held on the CCTV management system, itemising the date, time, camera, requestor, authoriser and reason for the disclosure.

### **Retention of images**

Unless required for evidential purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 30 days from the date of recording. Images will be automatically overwritten after this point. Where an image is required to be held in excess of the retention period referred to, the Company Director will be responsible for authorising such a request. Images held in excess of their retention period will be reviewed on a three monthly basis and any not required for evidential purposes will be deleted. Access to retained CCTV images is restricted to the Company Director.

### **Monitoring Compliance**

All staff involved in the operation of the Company's CCTV System will be made aware of this policy and will only be authorised to use the CCTV System in a way that is consistent with the purposes and procedures contained therein. All staff with responsibility for accessing, recording, disclosing or otherwise processing CCTV images will be required to undertake data protection training.

### **Policy review**

The Company's usage of CCTV and the content of this policy shall be reviewed annually by the Company Director with reference to the relevant legislation or guidance in effect at the time. Further reviews will take place as required.

### **Complaints procedure**

Complaints concerning the Company's use of its CCTV system or the disclosure of CCTV images should be made via the Company's Complaints Policy.

### **Reference:**

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

### **Policy created:**

5th September 2021, Jennifer Wood

Updated: August 2022, Jennifer Abraham (Proprietor)