



## CLOSED CIRCUIT TELEVISION (CCTV) POLICY

The Academy agrees to follow the Code of Practice originally issued by the Data Protection Commissioner in 2000 and updated since – Copy retained by Academy Finance Director.

The Governing Body and the Principal both acting for Hodgson Academy shall be deemed to be the Data Controllers who set out the purpose of the scheme and the policies on the use of images.

Damage to Academy premises and trespass have instigated the need for CCTV. It was considered only a matter of time before the actions of those coming onto the premises resulted in significant damage and / or theft of property.

The CCTV will be in action 24 hours a day, 7 days a week.

Its purpose is defined as **‘to aid the Academy in preventing vandalism, trespass and other criminal activities (including smoking) taking place on Academy premises. Additionally to assist in the prevention of any incidents that may take place which could endanger the safety of any individual(s) on the premises and prevent the delivery of a high quality education to its students (including students being in the Academy Toilets without permission or at designated times)’**

The ‘notification’ lodged with the Office of the Data Protection Commissioner will cover the purpose for which the equipment is used.

Day to Day operation of the Scheme and compliance with the Code of Practice is devolved to the Principal. Operation of the equipment will be the responsibility of the Academy Finance Director and the ICT Network Manager (and his/her assistants) who will ensure that the Code of Practice is complied with. The ICT Network Manager will be supported in the operation of the system by an approved maintenance contractor and the Academy’s Site Manager.

### **‘Siting of the equipment’**

This has been undertaken so as to cover the areas of Academy most likely at risk.

1	External	B	Zone	Millennium Gardens - Corner of Inclusion/Boulevard
2	External	B	Zone	Millennium Gardens - Corner of S4/Boulevard
3	External	B	Entrance/Exit	Science Annex and Entrance to Astro turf
4	External	I	Entrance/Exit	Skip and Staff Car Park

5	External	Main	Entrance/Exit	Kitchen Entrance
6	External	Main	Zone	Dance Studio - Overlooking Courts
7	Internal	T	Zone	Art Stairs - Overlooking ICT Support Entrance
8	Internal	B	Corridor	Science/MFL Stairs
9	Internal	B	Corridor	Fire Escape - 1st Floor
10	Internal	B	Corridor	Fire Escape - Ground Floor
11	Internal	B	Entrance/Exit	Entrance Foyer
12	Internal	B	Toilets	KS3 Boys
13	Internal	B	Toilets	KS3 Girls
14	Internal	Main	Corridor	RE Stairs
15	Internal	B	Corridor	Junction of S3 and Boulevard
16	Internal	B	Corridor	Boulevard - LRC
17	Internal	Main	Corridor	Boulevard - Maths
18	Internal	B	Corridor	S1/Science Corridor
19	Internal	B	Classroom	LRC
20	Internal	Main	Zone	Assembly Hall
21	Internal	Main	Toilets	Male Staff
22	Internal	Main	Toilets	KS4 Boys
23	Internal	Main	Toilets	KS4 Girls
24	Internal	Main	Toilets	Female Staff
25	Internal	Main	Entrance/Exit	Reception
26	Internal	Diner	Dining	Hotpot Diner
27	Internal	T	Entrance/Exit	Rear Fire Escape - Entrance to Hotpot
28	External	B	Entrance/Exit	2nd Annex Gate and Potting Shed Entrance
29	Internal	B	Entrance/Exit	Site Office and Side Entrance
30	Internal	B	Entrance/Exit	Science Car Park/Fire Exit
31	External	Main	Zone	Year 7 Canopy
32	Internal	I	Corridor	Fire Escape - 2nd Floor
33	Internal	Main	Classroom	Inclusion
34	Internal	Main	Dining	Express Diner - Entrance
35	Internal	Main	Dining	Express Diner - Year 11
36	External	I	Zone	Dance/PE Entrance
37	Internal	Main	Corridor	Boulevard - RE
38	External	Main	Front of school	Middle
39	External	Main	Front of school	Left
40	External	Main	Front of school	Right
41	Internal	Main	Main Entrance	PE (And Changing Room Entrances)
42	Internal	Main	Entrance / Corridor	PE Area
43	Internal	Main	Sports Hall	Sports Hall Left
44	Internal	Main	Sports Hall	Sports Hall Right
45	External	Main	Automatic Gate	Adjacent School Kitchens
46	External	Main	Zone	Overlooking Mural / Reading Garden
47	Internal	T	Toilets	Year 7 Boys

48	Internal	T	Toilets	Year 7 Girls
49	External	T	Zone	Year 9 Zone
50	Internal	Diner	Dining	Hotpot Diner 2 (Queue)
51	Internal	Main	Classroom	Pastoral Support
52	Internal	B	Zone	Year 11 Zone
53	External	I	Zone	Year 7 Zone (Courts)
54	Internal	T	Entrance / Corridor	M3 Fire Exit
55	Internal	Main	Corridor	Reception to Site Corridor
56	Internal	Main	Corridor	Reception to Finance Corridor
57	Internal	Main	Corridor	Entrance to Student Services 1
58	Internal	Main	Corridor	Entrance to Student Services 2
59	Internal	B	Corridor	S6 Corridor
60	Internal	B	Corridor	MFL Stairwell
61	External	B	Corridor	B Block Car Park Corner
62	External	Annexe	Zone	Tennis Courts
63	External	Main	Zone	PE overlooking ICT/Humanities

Other sites will be determined as necessary.

*\* The directing of CCTV cameras in Academy Toilets will be entirely towards public spaces and not private cubicles in order to respect decency and privacy*

### **'Operators are fully aware of'**

1. the purpose for which the scheme has been established
2. the equipment can only be used to achieve the purpose for which it has been installed.
3. the privacy implications if images are recorded from spaces not intended to be covered by the scheme.
4. the security arrangements in respect of the equipment and recorded images.
5. access rights within the organization to recorded images
6. rules in respect of the disclosure to third parties.
7. rules in respect of an individual's right to access recorded images.

Appropriate signage will be displayed in accordance with the code.

### **'Quality of the Images'**

The standards laid down in the Code of Practice are to be followed.

Maintenance of the system, arrangement of repair work and the recording of maintenance work done will be the responsibility of the Site Manager and the Academy Finance Director.

Images will be recorded onto a Network Video Recorder

### **'Processing of Images'**

The Standards laid down in the Code of Practice will be followed.

The Network Video Recorder will be situated in a secure environment (The ICT server room). Access to the images will be controlled by the ICT Network Manager acting on behalf of the Principal. The monitors linked to the Network Video Recorder will be located in the ICT Office, Offices of authorized Senior Leadership Team members (authorized by the Principal), the Site Managers Office and the Inclusion Room. Access to the images on the Network Video Recorder will also be made available via the Academy's ICT Network to authorized staff as determined by the Principal and as detailed below.

The images will be stored on the Network Video Recorder for a maximum of one calendar month (unless required for evidential purposes in which case the images will be transferred to a suitable storage medium ie. DVD and kept secure by the Principal or his/her appointed representative).

Access to the recorded images will be restricted to the Principal, members of the Senior Leadership Team, the Academy Finance Director, the Inclusion Manager and the Site Manager (and his/her assistants) plus ICT Technical Support Staff. Where it is considered appropriate to do so then others may view the images if this is necessary to achieve the purpose of the scheme. Viewings are to take place in a restricted area and the 'viewing' is to be documented in accordance with the Code of Practice. All parties to the 'viewing' are to be made aware of their responsibilities under the Code of Practice.

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

The principles laid down in the Code of practice are to be followed.

### **'Access by Data Subjects'**

The principles laid down in the Code of practice are to be followed.

### **'Monitoring compliance'**

The principles laid down in the Code of practice are to be followed.

**26<sup>th</sup> February, 2019**