



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Closed Circuit Television & Surveillance Camera Policy 2019



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POLICY DOCUMENT	Trust Closed Circuit Television & Surveillance Camera Policy
Legislation/Category: Academy Schools	Legally Required
Lead Member of Staff:	Trust Business & Compliance Manager
Approved by:	BKCAT Trust Board
Date Approved:	February 2019
Revision Date:	February 2021
Review Frequency:	2 year

All policies are written in line with our ethos:

Within the Bishop Konstant Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

The Trust seeks to serve all our families (Catholic and non-Catholic alike) and to work with other partners in education for the benefit of our children and young people; we are committed to working together as academies and with the wider community for the common good. In our academies, we uphold the dignity and unique human value of every person as we strive for excellence in education; gifts and talents are shared between our academies as we aim to provide the highest standards for all our children and young people, aged 3 to 19 years throughout the Trust.



Trust Closed Circuit Television and Surveillance Camera Policy

Introduction

The Bishop Konstant Catholic Academy Trust (hereafter referred to as the Trust) is committed to ensuring that Closed-Circuit Television (CCTV) and similar surveillance technology is used appropriately in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 for the following purposes:

- To provide a safe and secure environment for pupils, staff and visitors
- To prevent the loss of or damage to academy buildings and/or assets
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

Policy Statement

The purpose of this policy is to set out the position of the Trust as to the management, operation and use of CCTV within its academies.

This policy applies to all employees of the Trust, visitors to its academies and all other persons whose images may be captured by the CCTV system.

The policy takes account of all applicable legislation and guidance including;

- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- CCTV Code of Conduct produced by the Information Commissioner
- Human Rights Act 1998

The Trust also has regard to the Surveillance Camera Code of Practice issued by the Surveillance Camera Commissioner under the Protection of Freedoms Act 2012.

Siting of Cameras

All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, pupils and visitors.

Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The academy will make all reasonable efforts to ensure that areas outside of the academy premises are not recorded.

Signs will be displayed to inform individuals that they are in an area within which CCTV is in operation. Cameras will be sited in communal areas and not in areas where individuals have a heightened expectation of privacy.



Private Impact Assessment

Prior to the installation of any new CCTV system or additional cameras to an existing system, a privacy impact assessment will be conducted and approved by the Data Protection Officer to ensure that proposed installation is compliant with current legislation and ICO guidance.

Management and Access

On a day to day basis, the CCTV system will be operated by staff in each academy with delegated authority as appropriate.

The viewing of live and recorded CCTV images will be restricted to members of staff with explicit powers to view images, for legitimate reasons set out above.

No other individual will have the right to view or access any CCTV images, unless in accordance with the terms of this policy as to the disclosure of images.

The CCTV system will be checked weekly by appropriate staff members, to ensure that the system is operating effectively.

Storage and Retention of Images

Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.

Recorded images are stored for a period of up to 30 days unless there is a specific purpose for which they are retained for a longer period.

The Trust will ensure that appropriate security measures are in place to prevent unlawful or inadvertent disclosure of any recorded images. The measures in place to include:

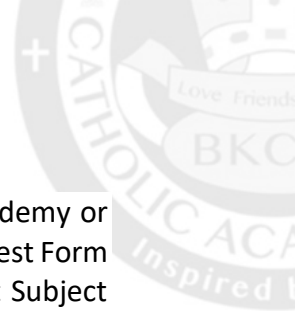
- CCTV recording systems to be located in restricted access areas
- The CCTV system being encrypted/password protected

A log of any access to view the CCTV recordings will be maintained by the academy and must include the time and date of access, the name of the authorised individual accessing the images and the reason for accessing the information.

Disclosure of Images to Data Subjects

Any individual recorded in any CCTV image is a data subject for the purposes of data protection legislation and has a right to request access to those images.

Any individual who requests access to images of themselves will be considered to have made a Subject Access Request pursuant to data protection legislation.



When a written request is made, the Data Protection Coordinator (DPC) of the academy or their appropriately nominated representative, will ensure that a Subject Access Request Form is completed and proof of identification is confirmed, in accordance with the Trust Subject Access Request Guidance before reviewing the CCTV footage, in respect of the relevant time periods where appropriate, in accordance with the request.

If the CCTV footage contains only the individual making the Subject Access Request, then the individual may be permitted to view the footage. This must be strictly limited to the footage which contains images of the individual making the request. The DPC or their nominated representative must take appropriate measures to ensure that the footage is restricted in this way.

If the CCTV footage contains images of other individuals, then the academy must consider whether:

- The request requires the disclosure of images of individuals other than the requester, for example, whether the images can be distorted so as not to identify other individuals
- The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained

A record must be kept and held securely of all disclosures, which sets out:

- When the written request was received
- The process followed by the DPC or representative in determining whether the images contained third parties
- The considerations as to whether to allow access to those images
- The individuals that were permitted to view the images, recording the date and time
- Whether a copy of the images was provided, if so to whom and the format of the information

The academy reserves the right to refuse a request if sharing the footage may put a criminal investigation at risk.

Disclosure of Images to Third Parties

Academies of the Trust will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with data protection legislation.

CCTV images will only be disclosed to law enforcement agencies in line with purposes for which the CCTV system is in place.

If a request is received from a law enforcement agency for disclosure of CCTV images, the DPC or nominated representative must obtain an official written request outlining reasons for the request. The details of the disclosure must be recorded using the same format as above in relation to a Subject Access Request.



Misuse of CCTV Systems

The misuse of a CCTV system could constitute a criminal offence. Any member of staff who breaches this policy may be subject to disciplinary action.

Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.



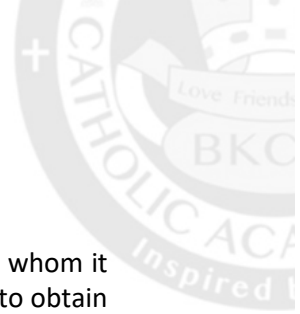
Appendix A: Data Subject Access Request Form

Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):
Forename(s):	
Family Name:	
Previous Family Name:	
Other name(s) known by:	
Date of Birth (dd/mm/yyyy):/...../..... Male <input type="checkbox"/> or Female <input type="checkbox"/>
Nationality:	
Place of Birth:	

Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	
Previous Address:	
Postcode:	



Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the school may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
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Section 6 – Representative Details

(The school will reply to the address you provide in this section)

Name of Representative:	
Company Name:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

Section 7 – Proof of the Representative’s identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card (following receipt and sight, these documents will be confidentially destroyed)

List A (photocopy of one from below)	✓	List B (plus one original from below)	✓	Office use only Date of receipt/sight
Passport/Travel Document	<input type="checkbox"/>	A letter sent to you by the Passport Office	<input type="checkbox"/>	<input type="checkbox"/>/...../.....
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>	<input type="checkbox"/>/...../.....
Foreign National Identity Card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>	<input type="checkbox"/>/...../.....



Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

If the applicant is signing as the guardian of a child under 12, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 6 of this form to make a Subject Access Request on my behalf under the Data Protection Act 2018.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

Section 9 – Responding to Subject Access Requests

When responding to requests we:

- Will ask the applicant/representative to provide two forms of identification
- Will respond in accordance with the current legislation and ICO Code of Practice
- Will provide the information free of charge
- Will inform the applicant within one month if an extension to the request is necessary, where a request is complex or numerous

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child’s best interests
- Is contained in adoption or parental orders
- Is given to a court in proceedings concerning a child

If a request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

A request will be deemed unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why and advise them they have the right to complain to the ICO.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at The Zucchi Suite, Nostell Business Estate, Nostell, Wakefield, WF4 1AB.