

Procedure for the use of Closed Circuit Television (CCTV) on Education Authority Buses *(under review)*

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1. Introduction

The Education Authority's Home to School Transport Services use closed circuit television (CCTV) images to:

- (i) Provide a safe and secure environment for pupils and staff
- (ii) Protect pupils and staff.

2. Purpose of CCTV

The Education Authority has installed CCTV systems to:

- Manage, identify and investigate any incidents of "challenging behaviour"
- Comply with child protection obligations, allegations or complaints
- Monitor, identify, apprehend and investigate road traffic accidents, public or private liability accidents or incidents, harassment, criminal damage or public disorder.
- Prevent, deter and detect crime, criminal damage, public disorder, unlawful behaviour and inappropriate conduct.
- Investigate complaints or offences and provide the PSNI, Department for Regional Development (DRD), other agencies and service providers with evidence upon which to take criminal, civil and disciplinary action.
- Provide evidence if disciplinary action or a prosecution is deemed necessary.

3. Siting of Cameras

It is essential that the location of the equipment is carefully considered, because of the way in which images are captured. The standards to be met under this procedure are set out below:

- 3.1 The Education Authority will clearly display a sign, on the interior of the vehicle, so that pupils and staff are aware that the vehicle is covered by CCTV.
- 3.2 The equipment should be sited in such a way that it only monitors those spaces, which are intended to be covered by the equipment:
 - The bus entrance (interior or exterior view)
 - The road ahead
 - Front to rear of the bus interior
 - Centre to rear of the bus interior
 - Rear to front of the bus interior
 - The road behind
- 3.3 Designated persons, as determined by the Transport Officer, must be aware of the purpose(s) for which the Procedure has been established.
- 3.4 Designated persons, as determined by the Transport Officer, must be aware that they are only able to use the equipment in order to achieve the purpose.

4. Images

4.1 Quality

The quality and clarity of the image is vitally important and are effective for the purpose(s) for which they are intended.

The following standards must be adhered to:

- After installation, make an initial check of the equipment to ensure it works properly.
- Periodic checks must be undertaken to ensure standards are adhered to.
- The medium on which the images have been recorded should not be used when it has become apparent that the quality of the images has deteriorated.
- Where the location of the camera and time / date are recorded, these should be accurate. Document the system for ensuring accuracy.
- Site the cameras so that they will capture images relevant to the purpose(s) for which the scheme has been established.
- CCTV footage can only be used while the ignition is switched on and for approximately 30 minutes after the ignition is switched off.
- Cameras should be properly maintained and serviced to ensure that clear images are recorded.
- Protect cameras from vandalism so that they are kept in working order.
- In the event that cameras break down or are damaged, there should be clear responsibility for getting them repaired at the earliest convenience.

5. Retention

5.1 Digital

CCTV images held on the hard drive of the CCTV recording equipment will be overwritten on a recycling basis once the hard drive is full.

Images stored on removable media such as DVDs will be erased or destroyed once the purpose of the recording is no longer relevant.

ANY RECORDING MEDIA i.e. DVD, USB PEN NO LONGER IN USE WILL BE SECURELY DESTROYED.

6. Access to and disclosure of images to third parties

While images are retained, it is essential that their integrity be maintained, whether it is to ensure their evidential value or to protect the rights of people whose images may be recorded.

Access to and disclosure of images recorded on CCTV will be restricted and carefully controlled. This will ensure that the rights of individuals are retained and also ensure that the images can be used as evidence if required. Images can only be disclosed in accordance with the purposes for which they were originally collected and in accordance with the Education Authority's procedures.

Images may only be accessed by those persons mentioned in 6.2 below.

This document separates access and disclosure into two subsections:

6.1 Access to Images

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

Viewing of recorded images should take place in a restricted area to which other employees will not have access while viewing is occurring.

If media on which images are recorded are removed for viewing purposes, this should be documented. Form H2S/CCTV/AL/DG to be completed.

Images retained for evidence should be securely stored.

The following procedure when media are removed for viewing is as follows:

- 6.1.1 Date and time they were removed
- 6.1.2 The name(s) of the designated members of staff as determined by the Transport Officer.
- 6.1.3 The name(s) of the person(s) viewing the images and the Education Authority's department to which they belong.
- 6.1.4 The reason for viewing the images.
- 6.1.5 The date and time the media were returned to the system or secure storage.

6.2 Disclosure of Images

The Transport Officer or Designated Authority Officer is the only person who can authorise disclosure of recorded images to third parties and should only be made in limited or prescribed circumstances. This information will be limited to:

- Deputy Transport Officer – for a pupil's challenging behaviour – interior of bus.
- Road Traffic Accident Investigation.
- Relevant legal and Trade Union representatives.
- The PSNI, Department for Regional Development (DRD), other relevant agencies or service providers.

- Senior Social Worker or Authority Child Protection Officer relative to a child abuse investigation.
- Members of staff involved with the Authority's disciplinary processes.
- School Principals or his / her designated officer who is deemed as an integral part of the investigation.

All requests for disclosure should be documented and if a disclosure is denied, the reason should also be recorded. See form H2S/CCTV/AL/DG.

6.3 Documentation

In addition to the information required in 6.1 above, the following should be documented:

- If images are being removed from the CCTV system
- If images are being transferred from secure storage to another secure storage area, the location to which they are being transferred.
- Any crime incident number, if applicable.
- The signature of the person, as defined at 6.2, to whom the images have been transferred.

7. Breach of this policy

Breaches of this policy may be investigated and the Education Authority reserves the right to apply contractual or disciplinary sanctions for breaches of this policy and may, if appropriate, refer the matter to the PSNI.

8. Complaints

Complaints and enquiries about the operation of the Education Authority's CCTV systems should be addressed to the Transport Officer of the appropriate region.

9. Appeals

If a complainant or enquirer is not satisfied with the response received, they should write to the Managing Director of the appropriate region.

10. Monitoring Compliance

This procedure will be kept under review and revised to ensure updating of knowledge and compliance with any relevant changes in legislation.