



CCTV DATA PROTECTION

CODE OF PRACTICE

ERCALL WOOD ACADEMY

**A guide for operators to comply with the
regulations**

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1. Responsibilities

The CCTV system and the images produced by it are controlled by Ercall Wood Academy and are responsible for how the system is maintained. Ercall Wood Academy are responsible for notifying the information commissioner about the CCTV system and its purpose.

The school has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

2. General Principles

- a) The system will be operated fairly, within the law, and only for the purposes for which it was established, or which are subsequently agreed in accordance with this policy or other legislation.
- b) The system will be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and their home.
- c) The public interests in the operation of the system will be recognised by ensuring the security and integrity of operational procedures.
- d) Throughout this policy it is intended, as far as reasonably possible; to offer a balance between the objectives of the CCTV System and the need to safeguard the individual's right to privacy. Throughout the policy every effort has been made to indicate that a formal structure has been put in place, (including a complaints procedure) by which it should be identified that the system is not only accountable, but is seen to be accountable.
- e) Participation in the system by any local organisation, individual or authority assumes an agreement by all such participants to comply fully with the Code of Practice.
- f) Date and time on the recording facility should be checked monthly and logged within these appendices.

3. Data Exports

After images have been viewed and recorded on the subsequent appendices then there may be a need to formally record data for exporting purposes. Should this be required the Appendix E will record any data removed for evidence. All data will be filed in an electronic format on a memory stick. These images are then transferred onto a DVD x 2. The memory stick is securely erased using rufus software and recorded in Appendix I.

The data export facility is a password protected on the IP camera system using a PC that has the facility to record onto a memory stick.

On the analogue system the camera is found with the correct timing, the export wizard is used to export the data.

4. Storage of Images

All analogue camera recorded to DVR's are located in the EWA site office which has both access control and suited key. All IP cameras are recorded to DVR in Coms 4 Room which has access door control and is password protected. Images exported onto a DVD for potential evidence is stored in a safe located in the Operational Managers office which is locked from another suited key to the master key series. If images requested also show images of other individuals, then the authorised person collating the images will agree with the school if they need obscuring. If it is agreed, then the maintenance provider of the CCTV will be called to obscure faces of relevant individuals before the image is stored to disc.

5. Declaration of Confidentiality

Every individual with any responsibility under the terms of this Code of Practice and who has any involvement with the CCTV System to which they refer, will be required to sign a declaration of confidentiality. (See example at appendix B)

6. Cameras and Area Coverage

All CCTV cameras are of high quality and would be able to recognise individual faces for identification purposes. Images recorded of a high quality and stored on Digital Video Recorders.

Cameras located in the Site staff office

Camera Number	Area Covered	Pan/Tilt Or Static
Unit 1		
CAM 1	ICT 3	Static
CAM 2	Kitchen servery/Dining hall top half	Static
CAM 3	Reception/Admin corridor	Static
CAM 4	Dining hall bottom half	Static
CAM 5	English hellerups/stairs	Static
CAM 6	Girls toilet area ground floor	Static
CAM 7	Boys toilet area ground floor	Static
CAM 8	Maths hellerups/stairs	Static
CAM 9	D&T left side corridor	Static
CAM 10	Computer suits/Science labs left and right	Static
CAM 11	Science left side corridor	Static
CAM 12	Science right side corridor	Static
CAM 13	D&T Computer suits/Rooms left and right	Static
CAM 14	D&T right side corridor	Static
CAM 15	Art left side corridor/Music/Ethics 2	Static
CAM 16	Art right side corridor/Ethics 1/Art rooms	Static
Unit 2		
CAM 1	Sports hall/Viewing gallery	Static
CAM 2	Level 2 corridor leading to Viewing gallery/Toilets	Static
CAM 3	Level 2 corridor/SSM Offices/Dining hall/Stairs	Static
CAM 4	Hall corridor/Toilets/Hall entrance	Static

CAM 5	English left side corridor/Classrooms/Open learning area	Static
CAM 6	English right-side corridor/Classrooms/Open learning area	Static
CAM 7	Maths left side corridor/Classrooms/Open learning area	Static
CAM 8	Maths right side corridor/Classrooms/Open learning area	Static
CAM 9	Careers display triangle	Static
CAM 10	Level 3 left side corridor/Toilets	Static
CAM 11	Level 3 left side/PA office/Principal/Conference room	Static
CAM 12	Level 3 right side corridor/Toilets	Static
CAM 13	Pastoral area	Static
CAM 14	MFL left side corridor/Classrooms/Open learning area	Static
CAM 15	MFL right side corridor/Classrooms/Open learning area	Static
CAM 16	Playing field/Rear of school/Basketball courts/Student gates	Pan & Tilt
Unit 3		
CAM 2	Rear of dining hall	Static
CAM 3	Rear of Maths	Static
CAM 4	MRL open learning area	Static
CAM 5	Apple Mac computer area by Art	Static
CAM 6	Rear of English	Static

Cameras based in Reception

Camera Number	Area Covered	Pan/Tilt Or Static
CAM 1	Entrance gate	Static
CAM 2	Car park right	Static
CAM 3	Car park middle	Static
CAM 4	Car park left	Static
CAM 5	Student gate	Static
CAM 6	Shortwood gate	Static
CAM 7	Student gate top view	Static
CAM 8	School left	Static
CAM 9	School right/Loading bay	Static
CAM 10	PE entrance	Static
CAM 11	PE stairs/Site staff office	Static
CAM 12	Rear gates	Static
CAM 13	Wildlife garden	Static

CAM 14	Delivery gate	Static
CAM 16	Reception entrance	Static
CAM 17	Car park/DT doors	Static
CAM 18	Reception inner	Static
CAM 19	Student entrance	Static
CAM 20	PE entrance lobby	Static

DVR Number	Cameras Covered	

Appendix A

Key Personnel and Responsibilities

The following is a list of authorised individuals able to view live footage, recover recorded footage, and/or control data stored on the system:

In signing this form, I declare that I have read and understood the declaration of Confidentiality Appendix B

No	Name	Position	Access	Date	Signature
1	Nick Murphy	Principal	ALL		
2	Lisa Fraser	Vice Principal	View		
3	Ross Trafford	Vice Principal	View		
4	Miguel Castro	Assistant Principal	View		
5	Ryan McCluskey	Assistant Principal	View		
6	Frances Lewandoska	Assistant Principal	View		
7	Emma Little	Assistant Principal	View		
8	Samantha Jones	Assistant Principal	View		
9	Samantha Morris	Assistant Principal	View		
10	Rachel Ravenhall	Assistant Principal	View		
11	Amy Goodall	Operations Manager	View/Recover		
12	Pauline Roden	Senior Administrator	View/Recover		
13	Stephanie Poole	Receptionist	View/Live		
14	Julie Fenton-Cook	Receptionist	View/Live		
15	Susan Sherry	Receptionist	View/Live		
16	Ross Boorman	ICT Technician	ALL		
17	Tracey Bates	Senior Administrator	View		
18	Lee Jackson	Assistant Site Manager	View		
19	Jeff Hoof	Site Manager	View		
20	Stefan Jarema	Assistant Site Manager	View		
21	Lucy Dungey	Pastoral Year Leader	View		
22	Lisa Preston	Pastoral Year Leader	View		
23	Kate Porter	Pastoral Year Leader	View		
24	Clair Cartwright	Pastoral Year Leader	View		
25	Amber Waters	Pastoral Year Leader	View		

Appendix B

Staff Declaration of Confidentiality

The CCTV System at EWA

I hereby declare that:

I am fully conversant with the content of the Ercall Wood Academy Code of Practice (CoP) and understand that all duties, which I undertake in connection with the CCTV, must not contravene any part of the current CoP, or any future amendments of which I am made aware. If now, or in the future, I am or become unclear of any aspect of the operation of the System or the content of The CoP, I undertake to seek clarification of any such uncertainties.

I understand that it is a condition of my employment that I do not disclose or divulge to any individual, firm, company, authority, agency or other organisation, any information which I may have acquired in the course of, or for the purposes of, my position in connection with the CCTV System, verbally, in writing or by any other media, now or in the future, (including such time as I may no longer be retained in connection with the CCTV System)

In appending my signature to this declaration, I agree to abide by the CoP at all times. I also understand and agree to maintain confidentiality in respect of all information gained during the course of my duties, whether received verbally, in writing or any other media format - now or in the future.

This form to be used in conjunction with APPENDIX A KEY PERSONNEL & RESPONSIBILITIES

Appendix C

Visitors Register

'In being permitted entry to this area you are acknowledging that the precise location of the CCTV monitoring room is, and should remain, confidential. You agree not to divulge any information obtained, overheard or overseen during your visit'

An entry accompanied by your signature in the visitors book is your acceptance of these terms'

No	Date	Name	Company	Time in	Time out
1					
2					
3					
4					
5					
6					
7					
8					
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11					
12					
13					
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23					
24					

This register is to be used for the CCTV server cabinet only which is located in the EWA main server room.

Appendix D

Record of Data Review

By authorised staff and investigation staff

Date Reviewed	Camera Number	Name [reviewed by]	Result (Action)

Appendix E**Record of DATA Removed for Evidence**

MS No	Date Removed	Name of person Removing Footage	Purpose for removal	Signature of person removing	Date returned if Applicable

Appendix F

Request for Observations

Request for Observations

Warning

If a request is made by the police or other public body to target a known individual or group of individuals, then written authority is required under the Regulation of Investigatory Powers Act 2000. Local Authorities (Councils) have **no** power to target individuals inside dwellings or inside vehicles. Breach of RIPA is a criminal offence. Written authorisation is not required if the police are in hot pursuit of a suspect which would make obtaining permission impracticable.

Date	Time	Details of request, location, description, duration	Person requesting	RIPA authority required YES / NO	Authorised by [Data Controller]	DVR/ MS number

Appendix G

Internal Viewing Record

By Authorised Staff [See Appendix A]

Date and time	DVR /MS No	Incident details	Time and date of incident	Reason viewed	Viewed by	Authorised by

All authorised staff will have sign in access to the system which will track usage. Therefore, this form will be obsolete.

Appendix H

MEMORY STICK DESTRUCTION RECORD

Date	Time	MS Number	Reason for Destruction	Destruction Certified by

NOTE: All MSs made to hold data for evidence or possible investigation must be logged and certified destroyed. See policy document for method of destruction

Appendix I

FAULT LOG

FAULT				REPAIRED		
Date	Details of fault	Help Desk Reference No	Reported By	Date	Time	Signed

FAULT				REPAIRED		
Date	Details of fault	Help Desk Reference No	Reported By	Date	Time	Signed