



# ST. JOSEPH'S COLLEGE

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### **CCTV Policy**

This policy relates to all sections of St. Joseph's College, including the Early Years Foundation Stage.

#### **About this Policy**

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at St. Joseph's College. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the System).

The System is administered and managed by the College, who act as the Data Controller. The College's Bursar and Estates Bursar are responsible for overseeing the CCTV and associated governance.

All fixed cameras are in plain sight on the College premises and the College does not routinely use CCTV for covert monitoring or monitoring of private property outside of its grounds.

The College's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the College believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose

#### **Objectives of the System**

- To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- To protect the College buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.
- To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the College site and deliveries and arrivals.
- To monitor staff and contractors when carrying out work duties.
- To monitor and uphold discipline among pupils in line with the College rules, which are available to parents and pupils on request.

#### **Positioning**

Locations have been selected, both inside and out, that the College reasonably believes require monitoring to address the stated objectives.

Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the College as the Data Controller and giving contact details for further information regarding the system.



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No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.

No images of public spaces will be captured except to a limited extent at site entrances.

### **Maintenance**

The CCTV System will be operational 24 hours a day, every day of the year.

The Site Team will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.

The System will be checked and (to the extent necessary) serviced no less than annually.

### **Supervision of the System**

Only members of the Site Team and Bursary Office are authorised by the College to conduct routine supervision of the System.

Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

### **Storage of Data**

The day-to-day management of images will be the responsibility of the Site Team.

Images will be stored for up to 4 weeks, and automatically over-written unless the College considers it reasonably necessary to retain for the pursuit of the objectives outlined above, or if lawfully required to by an appropriate third party such as the police or local authority.

Where such data is retained, it will be retained in accordance with the GDPR and the College's Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered, and groups or individuals recorded, will be recorded in the system log book.

### **Access to Images**

Access to stored CCTV images will only be given to authorised persons, under the supervision of the Site Team in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).

Individuals also have the right to access personal data the College holds on them, including information held on the System, if it has been kept. The College will require specific details including at least to time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.



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The Site Team must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the Site Team may authorise access to CCTV images:

- Where required to do so by the Head, the Police or some relevant statutory authority;
- To make a report regarding suspected criminal behaviour;
- To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
- To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
- To data subjects (or their legal representatives) pursuant to an access request under the GDPR.
- To the College's insurance company where required in order to pursue a claim for damage done to insured property; or
- In any other circumstances required under law or regulation.

Where images are disclosed, a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

Where images are provided to third parties, wherever practicable, steps will be taken to obscure images of non-relevant individuals.

### **Other CCTV systems**

The College does not own or manage third party CCTV systems, but may be provided by third parties with images of incidents where this is in line with the objectives of the College's own CCTV policy and/or its rules.

For example, many pupils travel to School on coaches provided by third party contractors and a number of these coaches are equipped with CCTV systems. The College may use these in establishing facts in cases of unacceptable pupil behaviour, in which case the parents/guardian will be informed as part of the College's management of a particular incident.

### **Complaints and queries**

Any complaints or queries in relation to the College's CCTV system, or its use of CCTV, or requests for copies, should be referred to the Bursar.



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**CCTV Footage Access Request Form**

The following information is required before the College can provide copies of or access to CCTV footage from which a person believes they may be identified.

Please note that CCTV footage may contain the information of others that needs to be protected, and that the College typically deletes CCTV recordings after 4 weeks.

<b>Name and address:</b>  <b>(proof of ID may be required)</b>	
<b>Description of footage (including a description of yourself, clothing, activity etc.)</b>	
<b>Location of camera</b>	
<b>Date of footage sought</b>	
<b>Approximate time (give a range if necessary)</b>	

Signature\*.....

Print Name.....

Date .....

**\* NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.**