

FAIRFIELD NURSERY SCHOOL



CCTV USAGE POLICY

Dated: January 2022

Fairfield Nursery School complies with all statutory regulations covering the use of CCTV, as enshrined in the Data Protection Act 1998; GDPR and the new Data Protection Act (DPA) 2018; Human Rights Act 1998 and in certain circumstances the Regulation of Investigatory Powers Act 2000. This is Fairfield Nursery School’s detailed policy covering every aspect of the use of the surveillance CCTV and the data collected on its premises, the data controlling officer who will oversee and control all aspects of the use of surveillance CCTV and data collected from it. The use of CCTV surveillance is maintained and recorded annually with the Office of the Information Commissioner, from where a suitable code of practice on its use can be obtained.

CCTV Policy for Fairfield Nursery School

Name of person responsible for the System	Sacha Walker-Byrne
Position	Head Teacher
Review Date	January 2023

Description of the CCTV System
<p>For the use of surveillance CCTV at Fairfield Nursery School, Fairfield Street, Accrington, BB5 0LD</p> <p>There are 10 cameras on site.</p> <p>The areas on the School Site covered by installed surveillance CCTV cameras are:-</p> <ol style="list-style-type: none"> 1. Entrance/Reception 2. Rear of building 3. Classroom Areas – Blossom Room, Spring Room and Willow Room <p>Data recorder and viewing screen is based in the Head Teachers Office – Access to this room is restricted and limited to the Head Teacher, Teachers, Bursar, Site Supervisor and ICT Technical Support Contractor</p> <p>Images from the camera equipment are recorded and can be viewed “live” at all times in the Head Teachers Office. The recorded images are stored on the data recorded for 21 days before being automatically permanently deleted/overwritten</p> <p>The School choses to use the cameras in fixed positions (listed above)</p> <p>The system is in operation 24 hours per day, 7 days per week</p>

Purposes of the CCTV

Fairfield Nursery School uses CCTV and the images produced for the following:-

- To improve safety and security, prevent or detect crime and to monitor the school buildings and grounds
- To provide/maintain a safe and secure environment for children, staff and visitors
- To increase personal safety and reduce the fear of crime
- To protect school buildings and assets and to prevent loss or damage to school property
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To assist in managing the school

Images are recorded, retained and can be reviewed which will result in personal data being collected, a PIA is available.

Other possible solutions

Other additional measures have been introduced over the years to improve safety and security, including reinforced perimeter fencing, security alarms, and electronic door fobs on specific doors. Such measures help but have not, in the schools opinion, removed the need for CCTV as an additional precaution to address the schools concerns and needs

Safety and security of the school community (children/parents/staff), buildings and facilities is paramount and is always under review.

Advantages of the CCTV System

The main advantage is the retrospective investigation of issues and incidents. This enables the school to maintain effective management of the school's buildings and facilities and further assist any local authorities, police, HSE etc. with any associated investigations following any issues or incidents

Images to be captured

Any user or visitor to the main school site could be captured on the CCTV system, this could include – children, parents, staff, visitors, contractors, other members of the public etc.

The system does not cover any area outside of the main school site and its grounds. There is no possibility of capturing images of members of the public who do not enter the school grounds.

Personnel with access to the system

Sacha Walker-Byrne, Head Teacher – Data Controller and System Manager
Andrew Klavins, Contracted IT Technician (Lammack Technology) – Andrew maintains the system and has password access to the system

When and how the images will be accessed

Images will only be accessed if there is a need to retrospectively investigate an incident or “live” to witness any such incident as it takes place, where there may be a danger to personal investigation, or other such appropriate reason
Images will only be accessed by those authorised to do so
Any useful images may/will be used to assist internal or local authority investigations
Any images which are stored as “recorded” for future reference, will be stored securely and deleted at the appropriate time when they are no longer required

Ways in which people are made aware of the CCTV system

Signage is located at the main school entrances (front, back and side entrances) x 4
The above signage will include the use of CCTV and the contact details of the school
Signage is also displayed at strategic points within the school (near to camera locations)
This Policy is available on the School Website
Staff are aware that CCTV is in operation at all times

External agencies with access to the system

There is no access to the schools CCTV system by external agencies or third parties without the prior consent from the Head Teacher
If faults develop with the system, appropriate contractor support is sought and the system is repaired appropriately (by or via Lammack Technology). Such contractors will have no access to images or recorded data as part of any remedial work undertaken.

Security of the System

The hardware recorder and viewing monitor are stored securely in the Head Teachers office. Access is limited to the HT, Teachers, Bursar, Site Manager and ICT Technician. Only the Head Teacher (or a nominated deputy) is authorised to view the images at the viewing monitor
Access to the software to view the images (live or recorded) on a PC is limited to the Head Teacher. Access to the software is password protected.
The password is only known to the Head Teacher and the ICT Technician
Recorded images, whilst temporarily stored for the purpose of an investigation, are done so with further password protection

Retention of the data

The camera/recorder system used only automatically and records images to the hard drive
This is the case 24 hours per day 7 days per week
Data is automatically overwritten and permanently deleted from the hard drive after 21 days
Where specific recorded data is stored additionally to support an investigation, it will only be retained for the period of any investigation. It will be manually deleted by the Head Teacher at this stage. Such recorded images will be password protected and only accessible to the Head Teacher and/or ICT Technician.

Impact on privacy

Cameras are positioned so that they only cover areas of the school buildings and grounds. They do not cover any "public" or "private" Space
Only people visiting the school will have images temporarily recorded – unless such images are used for further investigations in relation to incidents
Images are not recorded in order to conduct "covert monitoring" of staff or visitors unless in exceptional circumstances and with prior authorisation from the Head Teacher

Other relevant information

The CCTV System is covered by ICO Registration Number ZA363683 Dated 20 May 2021

Conclusions

The school is satisfied that the current CCTV system in place at the school is necessary and sufficient to support the schools desire to provide a safe and secure environment for children, parents, staff and visitors; will help prevent/detect crime and monitor the school buildings and grounds, helping to prevent loss or damage to school property.
The school satisfies all external advice