

BRECON HIGH SCHOOL YSGOL UWCHRADD ABERHONDDU



Information, Communication Technology
ICT

ICT CCTV Policy

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BRECON HIGH SCHOOL - ICT POLICY

1.0 - Introduction

- 1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Brecon High School, hereafter referred to as ' BHS'.
- 1.2 The system comprises of 23 fixed IP cameras located in IT1, IT2, IT3,IT4, Technology, Well Being Centre, Lower School Corridor, Middle School Corridor, Upper School Corridor, Reception and Music Technology. All cameras are monitored from the ICT Office and are only available to the Systems Manager and selected SMT Members on request.
- 1.3 This Code follows GDPR guidelines.
- 1.4 The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.
- 1.5 The CCTV system is owned by BHS.
- 1.6 Signs are located on the outside of all doors to rooms containing a CCTV camera. (Appendix II)

Objectives of the CCTV scheme

- To protect the IT rooms and their assets
- To increase personal safety, both staff and pupils
- To assist in identifying offenders
- To protect BHS property

2.0 - Operation of the system

- 2.1 The Scheme will be administered and managed by the BHS ICT Department in accordance with the Data Protection Act 1998 and the CCTV Code of Practice.
- 2.2 The day-to-day management will be the responsibility of the ICT department.
- 2.3 The CCTV system will be operated 21 hours each day, every day of the year.
- 2.4 The data will be recorded to a secure media server on the BHS network and will not be removed from the site unless under specific instructions from the Head teacher, or the police in case of the footage being required for prosecution or investigation.
- 2.5 No footage will be released to any person for purpose of entertainment.
- 2.6 All footage will be deleted after a period of 14 days unless a specific request has been issued to save a period of recording, or until an investigation has been completed.



2.7 CCTV will only be used to monitor use and misuse of computers by students.

3.0- Monitoring procedures

3.1 Camera surveillance may be maintained at all times.

3.2 Monitors are installed in the ICT Office to which footage will be continuously recorded.

4.0 - Access by the Data Subject

The Data Protection Act (wef 25.05.18 The General Data Protection regulations) provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made on an application form available from the ICT Office (Appendix I)

5.0 - Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the BHS.
- The ICT Office will not be manned out of school hours.
- The ICT Office is not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.
- Data will be stored and destroyed after appropriate use.
- Data may only be viewed by Authorised School Officers, IT staff and the Police.
- Data required as evidence will be properly recorded, witnessed and packaged before copies are released to the police.
- Data will not be made available to the media for commercial purposes or entertainment.
- Breaches of the code and remedies will be reported to the Head-teacher.
- Should damage occur, the ICT Systems Manager will assist the relevant Head of Year in locating the appropriate section of footage for them to view.
- Should identification of the student not be possible by the Head of Year, then the Classroom Teacher may be asked to help identify that student.

This document was produced during 2010, updated during February 2018 and is due to be reviewed in February 2020



BRECON HIGH SCHOOL - ICT POLICY

APPENDIX I

BRECON HIGH SCHOOL CCTV SURVEILLANCE SYSTEM

The Data Protection Act (wef 25.05.18 The General Data Protection regulations)

PLEASE USE BLOCK LETTERS

Title (tick box as appropriate)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms
Other title (e.g. Dr., Rev., etc.)				
Surname / family name				
First names				

I, the above named, apply for access to footage containing myself (The Data Protection Act (wef 25.05.18 The General Data Protection regulations), that may have been recorded.

Please supply this recording for Viewing only / Hard copy (delete as appropriate)

The footage was recorded on the _____ (Please enter Date)

The footage was recorded between _____(Please enter the Time)

Signed _____

Request granted by _____

Reason for request _____

Date of request _____



APPENDIX II

CCTV IN OPERATION



**CCTV IS RECORDING WITHIN THIS ROOM
FOR THE PURPOSE OF MONITORING
DAMAGE TO ICT EQUIPMENT**

24hr recorded digital
surveillance in operation

**THE CAMERA'S ARE OPERATED
BY BRECON HIGH SCHOOL**

**FOR FURTHER INFORMATION
PLEASE REPORT TO THE ICT OFFICE**