

Version	1.1
Approved	Audit and Risk Committee 26 Nov 2018
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Olympus or School policy	Olympus
Statutory or Optional policy	Optional

1. Policy statement

- a. The Olympus Academy Trust (the Trust) uses Close Circuit Television (“CCTV”) within the premises of the Trust. The purpose of this policy is to set out the position of the Trust as to the management, operation and use of the CCTV at the Trust.
- b. This policy applies to all members of our workforce, students, contractors, visitors to The Olympus Academy Trust premises and all other persons whose images may be captured by the CCTV system.
- c. This policy takes account of all applicable legislation and guidance, including:
 - i. The General Data Protection Regulation (“GDPR”)
 - ii. Data Protection Act 2018
 - iii. CCTV Code of Practice produced by the Information Commissioner
 - iv. Human Rights Act 1998

2. Purpose of CCTV

- a. The Olympus Academy Trust uses CCTV for the following purposes:
 - i. To provide a safe and secure environment for learners, staff and visitors
 - ii. To prevent the loss of or damage to The Olympus Academy Trust buildings and/or assets
 - iii. To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

3. Description of system

- b. The Olympus Academy Trust sites uses fixed and pan, tilt and zoom cameras on sites. Cameras are not equipped for sound recording as standard.

4. Siting of Cameras

- a. All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, learners and visitors.
- b. Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The Olympus Academy Trust will make all reasonable efforts to ensure that areas outside of the Trust premises are not recorded.
- c. Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.
- d. Cameras will not be sited in areas where individual have a heightened expectation of privacy, such as changing rooms or toilets.

5. Privacy Impact Assessment

- a. Prior to the installation of any CCTV camera, or system, a privacy impact assessment will be conducted by The Olympus Academy Trust to ensure that the proposed installation is compliant with legislation and ICO guidance.

- b. The Olympus Academy Trust will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

6. Management and Access

- a. The CCTV policy and procedures will be managed at Trust level by the Olympus Operations Manager.
- b. On a day to day basis the CCTV system will be operated by authorised staff in academies with delegated authority as appropriate.
- c. The viewing of live and recorded CCTV images will be restricted to authorised members of staff in academies and trust offices with explicit powers to view images, for the reasons set out above.
- d. No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images. [see section 8]
- e. The CCTV system is checked regularly by appropriate staff members in academies to ensure that it is operating effectively.

7. Storage and Retention of Images

- a. Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.
- b. Recorded images are stored only for a period of 10 to 30 days depending on the storage capacity unless there is a specific purpose for which they are retained for a longer period.
- c. The Olympus Academy Trust will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:
 - i. CCTV recording systems being located in restricted access areas;
 - ii. The CCTV system being encrypted/password protected;
 - iii. Restriction of the ability to make copies to specified members of staff
 - iv. A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained by The Olympus Academy Trust.

8. Disclosure of Images to Data Subjects

- a. Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images.
- b. Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the trust's Subject Access Request Policy and with regard to the age of consent of a student.
- c. When such a request is made the school Site Manager or their appropriately nominated representative will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.
- d. If the footage contains only the individual making the request then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request and with regard to the age of consent with a student. The school Site Manager or their representative must take appropriate measures to ensure that the footage is restricted in this way.
- e. If the footage contains images of other individuals then The Olympus Academy Trust must consider whether:

- i. The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
 - ii. The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
 - iii. If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.
- f. A record must be kept, and held securely, of all disclosures which sets out:
- i. When the request was made;
 - ii. The process followed by the school Site Manager in determining whether the images contained third parties;
 - iii. The considerations as to whether to allow access to those images;
 - iv. The individuals that were permitted to view the images and when; and
 - v. Whether a copy of the images was provided, and if so to whom, when and in what format.

9. Disclosure of Images to Third Parties

- a. The Olympus Academy Trust will only disclose recorded CCTV images where it is permitted to do so in accordance with the Data Protection Legislation. Requests should be made in writing (Olympus Central offices, c/o Winterbourne Academy, High Street, Winterbourne, BS36 1HJ) or via email (admin@olympustrust.co.uk) for the attention of Julia Anwar in the first instance. Disclosure may take up to 30 school days if the Trust deems it necessary to refer to their Data Protection Officer or legal advisers as necessary.
- b. CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.
- c. If a request is received from a law enforcement agency for disclosure of CCTV images the school Site Manager must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third party images.
- d. The information above must be recorded in relation to any disclosure.
- e. If an order is granted by a Court for disclosure of CCTV images then this should be complied with. However, very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.
- f. Schools will have due regard to the Data Protection Act 1998, the General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012 and the Human Rights Act 1998. Although not a relevant authority, the Trust will also have due regard to the Surveillance Camera Code of Practice, issued under the Protection of Freedoms Act 2012 and in particular the 12 guiding principles contained therein.

10. Review of CCTV System

- a. The CCTV system and the privacy impact assessment relating to it will be reviewed bi-annually.

11. Misuse of CCTV systems

- a. The misuse of CCTV system could constitute a criminal offence.
- b. Any member of staff who breaches this policy may be subject to disciplinary action.

12. Complaints relating to this policy

- a. Any complaints relating to this policy or to the CCTV system operated by the Trust should be made in accordance with The Olympus Academy Trust Complaints Policy.