



Fairfield Farm College

CCTV Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P033	February 2018	February 2020	IT Manager

To provide young people with opportunities to be successful and make a positive contribution within their community.



Fairfield
Farm
Trust
Charity No. 273924

1. Introduction

- 1.1 Fairfield Farm College (FFC) uses closed circuit television (CCTV) images to reduce crime and monitor the college buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to college property.
- 1.2 The system comprises a number of cameras.
- 1.3 The system has sound recording capability however this is disabled.
- 1.4 The CCTV system is owned and operated by FFC, the deployment of which is determined by Senior Management Team (SMT).
- 1.5 The CCTV records images only 24 hours a day 7 days a week and footage is stored on a secure dedicated server. The recordings are available via a secure website by login, only the Principal and IT Manager have access to this.
- 1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the college community.
- 1.7 The College's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated image recordings are covered by the Data Protection Act 1998. This policy outlines the college's use of CCTV and how it complies with the Act.

DATA PROTECTION REGISTRATION DETAILS

Data Controller:	FAIRFIELD FARM TRUST	Date Registered:	03 October 2002
Registration Number:	Z702315X	Registration Expires:	02 October 2018

- 1.8 All authorized operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded. All operators are trained by the IT Manager in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

2. Statement of Intent

- 2.1 The college complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at: <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>
- 2.2 CCTV warning signs will be clearly and prominently placed at all external entrances to the college, including college gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix B). In areas where CCTV is used, the college will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.
- 2.3 The planning and design has endeavored to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3. Siting the Cameras

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The college will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.
- 3.2 The college will make every effort to position cameras so that their coverage is restricted to the college premises, which may include outdoor areas.
- 3.3 CCTV will not be used in classrooms but in areas within the college that have been identified by college community as not being easily monitored.

3.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

4. Covert Monitoring

- 4.1 The college may in exceptional circumstances set up covert monitoring. For example:
- Where there is good cause to suspect that an illegal or unauthorized actions, is taking place, or where there are grounds to suspect serious misconduct;
 - Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
 - In these circumstances authorization must be obtained from a member of the senior management team. Covert monitoring must cease following completion of an investigation.
- 4.2 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

5. Storage and Retention of CCTV images

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

6. Access to CCTV images

6.1 Access to recorded images will be restricted to those staff authorized to view them, and will not be made more widely available.

7. Subject Access Requests (SAR)

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests should be made in writing to the Principal. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.
- 7.3 The college will respond to requests within 40 calendar days of receiving the written request and fee.
- 7.4 A fee of £10 will be charged per request.
- 7.5 The college reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

8. Access to and Disclosure of Images to Third Parties

- 8.1 There will be no disclosure of recorded data to third parties other than to authorized personnel such as the Police and service providers to the college where these would reasonably need access to the data (e.g. investigators).
- 8.2 Requests should be made in writing to the Principal.
- 8.3 The data may be used within the college's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9. Complaints

9.1 Complaints and enquiries about the operation of CCTV within the college should be directed to the Principal in the first instance.

Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)
- www.ico.gov.uk
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

Appendix A - Checklist

This CCTV system and the images produced by it are maintained by the IT Manager who is responsible for how the system is used. The Vice Principal is responsible for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

Fairfield Farm College has considered the need for using CCTV and has 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.

Approved by the Board.

Richard Wiltshire
IT Manager

February 2018

Appendix A - Checklist	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	06/01/18	Vice Principal	Nov 2019
There is a named individual who is responsible for the operation of the system	06/12/17	IT Manager	Nov 2019
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	06/12/17	IT Manager	Nov 2019
Staff and members of the college community will be consulted about the proposal to install CCTV equipment.	06/12/17	IT Manager	Nov 2019
Cameras have been sited so that they provide clear images.	06/12/17	IT Manager	Nov 2019
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	06/12/17	IT Manager	Nov 2019
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).	06/12/17	IT Manager	Nov 2019
Images from this CCTV system are securely stored, where only a limited number of authorized persons may have access to them.	06/12/17	IT Manager	Nov 2019
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	06/12/17	IT Manager	Nov 2019
Except for law enforcement bodies, images will not be provided to third parties.	06/12/17	IT Manager	Nov 2019
The organization knows how to respond to individuals making requests for copies of their own images. If unsure the Principal knows to seek advice from the Information Commissioner as soon as such a request is made.		Principal / Vice Principal?	
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	06/12/17	IT Manager	Nov 2019

Appendix B - CCTV Signage

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The college is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

That the area is covered by CCTV surveillance and pictures are recorded

The purpose of using CCTV the name of the college

The contact telephone number or address for enquiries



WARNING



CCTV IN OPERATION

**24hr recording in
progress for
safety and security**



For further information contact:
Fairfield Farm College
01373 823028 | www.ffc.ac.uk