Policy Governing Operation of CCTV

THE EARLS HIGH SCHOOL
AD 1652

Author	Business Manager	**Date:** September 2026
Approved by:	LGB	**Date:** October 2026
Last reviewed on:	October 25 (no change)	
Next review due by:	October 27	

1. Rationale

1.1. Closed circuit television is installed and operated at The Earls High School for security and health and safety purposes. Images from the installed cameras may be viewed and recorded.

1.2. Usually the CCTV equipment and the images recorded by it are controlled by the Headteacher and Deputy Headteacher who are responsible for how the system is used. Occasionally, the CCTV system may be shared with another organisation, such as a facilities management company, or an organisation that provides out of school hours activities. It may be the case that, in these scenarios, there are joint data controllers responsible for the CCTV system. Where this is the case, the joint data controller is Dudley YourIG.

1.3. When considering the installation of a CCTV system or upgrading an existing system where:

1.3.1. the views obtained are significantly altered or enhanced,
1.3.2. additional cameras are added to a system
1.3.3. existing systems are extended

the school will use the 'Passport to Compliance', issued by the Surveillance Camera Commissioner. This is to ensure that the surveillance camera system complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012 (appendix 1).

2. Aims

2.1. The purpose of this policy is to regulate the management, operation and use of the CCTV system at The Earls High School and to ensure compliance with the current legislation.

2.2. Article 6 (1) (e) of the General Data Protection Regulation provides the school with a lawful basis for processing CCTV images where '*processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*'.

2.3. Objectives of the CCTV Policy at The Earls High School are:
2.3.1. To increase personal safety of pupils, staff and visitors, and reduce the fear of crime
2.3.2. To protect the school buildings and their assets
2.3.3. To support the Police in a bid to deter and detect crime
2.3.4. To assist in identifying, apprehending and potentially prosecuting offenders
2.3.5. To protect members of the public and private property
2.3.6. To assist in managing the school

3. Procedures

3.1. Positioning of cameras

The system comprises a number of fixed cameras located within The Earls High School buildings.

Cameras have been placed in the corridors, and various outside spaces, appendix 3 lists the locations.

3.2. Signage

Signs will be positioned at the entrance to The Earls High School as required by the Code of Practice.

These signs will indicate that CCTV monitoring and recording are in use on the premises.

3.3. Recording of CCTV images

Recordings may be made from any of the CCTV cameras. These recordings include a date, time and system information overlay. Recording equipment and media will be housed in a place to which only administration and site staff have access. Recordings will be kept for up to 7/10 days, unless required as part of an ongoing investigation, in which case recordings will be retained for as long as required for that investigation. At the end of 7/10 days the media will be recycled and the recordings will be erased by overwriting them with new recordings. Access to this storage is restricted to the Head and Deputy Head Teacher or their nominated representative[i] and to site personnel.

The CCTV system will operate 24 hours each day, every day of the year, recording all activity in the areas covered.

Cameras will be used to monitor activities within the school to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well being of the school's pupils and staff, together with its visitors.

At no time will a camera be directed to follow or track an individual.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial or media purpose.

The management of the CCTV system will be overseen by the member of SLT with responsibility for the school premises. They are responsible for ensuring that the CCTV system is operated according to this policy and that regular audits are carried out to ensure that procedures are complied with. The day to day management, administration, maintenance, security and support of the system will be the responsibility of the facilities manager.

The facilities manager is responsible for maintaining the recordings, ensuring their security and deleting them within the specified time period.

3.4. Viewing of CCTV images

Display equipment used to view the images from CCTV cameras will be located and positioned in such a way as only those responsible for security may ordinarily see the screen. Where display equipment is provided for controlled access security at a particular place such as a door entry point, display equipment will be located and positioned in such a way that only those likely to operate the system can view the image.

Recorded images may be viewed only after permission has been granted by the Head or Deputy Head Teacher. With the exception of subject access requests under Data Protection Law (see below), only those who necessarily have to see the image for security and health and safety purposes may do so. Recorded images may be used in material to aid the identification of individuals for crime prevention or health and safety purposes.

The only locations where images can be viewed are in the school office and in the SLT offices.

The only person authorised to make copies (electronic or paper) of images is the Headteacher or Deputy Headteacher or another person[ii] specifically directed by the Headteacher.

Authorised staff may only allow external persons or agencies to view CCTV images with the express permission of the Headteacher and by following the procedures below.

Requests by law enforcement agencies (most commonly the police) can be authorised by the school under Part 2, Sch 2, Para 2 of the Data Protection Act 2018. A copy of images may be released to the agency on the understanding that the images remain the property of the school and the school may refuse permission for the agency to pass the images to any other person. Such requests should be made to the Headteacher.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order.

Requests may come from other external individuals and consideration would need to be given to how genuine or necessary the request is and whether there is any risk to the safety of others.

3.5. Data Subject Access Requests

The Data Protection Legislation allows individuals whose images have been recorded the right to view the images of themselves and to have a copy of the images. This is termed a Subject Access request (SAR).

Requests of this nature should be made to the Headteacher who will make arrangements for the images to be provided within one month of the request, i.e. a SAR received on 6 September should be responded by 3 October.

The person making the request must give sufficient information to enable the images to be found. The school 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.

It is important that the school does not compromise anyone else's privacy, so you will only be able to view CCTV footage that does not contain images of third parties or images that would enable you to identify other people. Images of other subjects would need to be edited or blanked out to make sure no one else can be identified. This process is costly, and one which the school has the right to refuse to undertake if the costs are disproportionate. Alternatively, the costs may be passed onto the person who has made the request.

The Information Commissioner has published a separate CCTV Code of Practice detailing how to operate a system in accordance with Data Protection Legislation. Where necessary, the Headteacher or their representative will refer to this Information Commissioners Code of Practice (sections 5.2.2 & 5.2.3) for further guidance on disclosing images to law enforcement agencies or to individuals.

In all such cases where requests are made the school will keep a detailed log (register) of the nature of the request and the details/images provided.

The Headteacher, or a senior leader acting on their behalf, will initially investigate any breach of this Policy by school staff. Any serious breach of this Policy will be subject to the terms of disciplinary procedures already in place.

The Headteacher or their representative may carry out performance monitoring, including random operating checks.

3.6. <u>System maintenance</u>

Display equipment and recordings may be viewed by personnel authorised to undertake installation and maintenance of the CCTV systems. Such viewing will be restricted to that necessary for system work.

3.7. <u>Police cooperation</u>

The School wishes to maintain good working relations with the police and will cooperate whenever it can do so within the law.

3.8. <u>Evaluation</u>

This policy will be evaluated annually.

4. Data Protection Law

This policy adheres to the principles under Data Projection Law. For further information please review schools Data Protection policy published on schools website

5. Other Policy/document links

Other policies and documents to read alongside the charging and remissions policy include

5.1. Premises Management Policy

Appendix 1

Twelve Guiding Principles
Surveillance Camera Code of Practice

The Surveillance Camera Code of Practice sets out the following 12 guiding principles for surveillance cameras in public places:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Appendix 2

CCTV – Privacy Notice

This privacy notice explains what personal information is collected, what it is used for and who it is provided to. The notice also describes why we require your data, and the legal basis on which we do this. This privacy notice relates to our CCTV System, including, but not limited to, where it has been installed on the outside of some of our buildings. It provides additional information that specifically relates to this particular service, and should be read together with our general privacy notice.

What personal information does this service use?
The CCTV system captures images of people and vehicles in and around where a camera is located. Where fixed CCTV cameras are operating, there will be signs clearly displayed. Images captured by CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

What is your personal information used for?
We use your personal data for the following reasons:

a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime
b) To protect the school buildings and their assets
c) To support the Police in a bid to deter and detect crime
d) To assist in identifying, apprehending and potentially prosecuting offenders
e) To protect members of the public and private property
f) To assist in managing the school

What is the lawful basis we are relying on?
We collect and use this information to ensure the school can undertake its remit to educate children ensuring personal safety of pupils, staff and visitors, protecting school buildings and its assets and to assist in managing the school (Article 6(1)(e) of the General Data Protection Regulation).

The school will use the 'Passport to Compliance', issued by the Surveillance Camera Commissioner to ensure that the surveillance camera system complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012. **Please see YourIG Passport to Compliance Guidance.**

Where has your personal information come from?
The images are captured because you are present in the area which is covered by the CCTV system.

Who will we share your personal information with?
Your personal data is shared securely with the following, where it is both necessary and appropriate to do so:

- Relevant staff within the school
- Our local authority

- The Police

How long will we keep your information?

Our retention schedule sets out how long we keep personal information for and is available on request.

Your personal information and your rights
To read about what rights you have regarding the personal information used for this service, please see our general privacy notice.

Updates
We may change this privacy notice from time to time.

If you have any questions or concerns about how we use your personal information, please contact
YourIG Data Protection Officer Service
Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ
Email: YourIGDPOService@dudley.gov.uk tel: 01384 815607

You also have the right to complain to the Information Commissioner's Office if you're unhappy about how we process your information.

Appendix 3

Camera Locations

Internal	External
A block boys toilets	Main Gates A Block
A Block dining room	A Block car park by A8
A Block corridor (A7)	A Block car park by A10
A Block Hall A Foyer	A Block car park by Gym C
A Block Outside A1	A Block green gates
A Block Outside A4	S Block
A Block Dining corridor 1	S Block gates
A Block Dining corridor 2	Main steps from A Block to E Block
A Block - Corridor to toilets	B Block Car park
A Block Main Reception Entrance doors	B Block Gates
A Block Main Reception Desk	C Block Tennis Courts
A Block Library Stained glass window corridor side	Outside L Block
A Block Doors into school from Main Reception	Dance Centre Car park
Basement door A block	
Blue doors A Block	
Entrance by A block staffroom	
Fire exit by Gym C	
M Block lower entrance	
M Block upper entrance	
M Block Fire Exit	
E Block entrance	
E Block Lower fire exit	
E Block upper corridor	
C Block Foyer	
C Block first floor	
B Block Refocus	
Corridor by B Block Girls Toilets	
Entrance by B Block Boys Toilets	
Dance Centre corridor	
B Block entrance	
T Block Foyer	
T Block Fire exit	
B Block first floor L/R	
B Block first floor R/L	

[i] Pastoral Team, Facilities Team, Senior Leadership Team, School IT Team
[ii] Pastoral Team, Facilities Team, Senior Leadership Team, School IT Team