



Caring **A**chieving **R**espectful **E**xciting

CCTV Policy

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Policy Approved **Signed: C Sayers** **Date: 05.12.2019**

Policy Reviewed Signed: Date:

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CCTV Policy for the Derby Grouped Schools PFI Contract

June 2019

Initial Assessment

The Derby Grouped Schools PFI Contract comprises the following: -

- Da Vinci Academy, St. Andrews View, Derby DE21 4ET
- Merrill Academy, Brackens Lane, Alvaston, Derby, DE24 0AN
- Lakeside Primary Academy, London Road, Derby, DE24 8UZ
- Alvaston Children's Centre, London Road, Derby, DE24 8UZ
- Hardwick Primary School, Dover Street, Derby, DE23 6QP
- Cottons Farm Primary Academy, Sheridan Street, Sinfin, Derby, DE24 9HG

As part of the construction of the buildings, fixed external cameras were installed as part of the site security to: -

- Act as a deterrent to criminal activity;
- Provide recorded evidence of breaches of security or damage to property; and
- Provide of evidence to police of criminal activity as appropriate.

Siting of Cameras

Da Vinci Academy

There are 12 external cameras covering doors and the grounds with two internal cameras covering reception and the atrium.

Following completion of the construction phase, an additional camera has also been installed in the PE corridor.

The viewing monitor is in reception.

Hardwick Primary

There are eleven external cameras covering doors and the grounds with one internal camera covering reception.

The viewing monitor is in reception.

Cottons Farm Primary

There are seven external cameras covering doors and the grounds with one internal camera covering reception.

The viewing monitor is located in reception.

Merrill Academy

There are 14 external cameras covering doors and the grounds with one internal camera covering reception.

The viewing monitor for these cameras is in reception at the main entrance.

After the initial construction, a further eleven cameras were installed internally in toilets, the fitness centre and adjacent corridors.

There is a separate monitor for these cameras in the old FM Office.

Lakeside Primary

There are ten external cameras covering doors and the grounds with one internal camera covering reception.

The viewing monitor is in reception.

Alvaston Children's Centre

There is one external camera covering the front door and one internal camera covering reception.

The viewing monitor is in reception.

Signs

Signs stating CCTV recording occurs on site to be displayed.

Image Quality

Images are digitally recorded for a period of approximately seven days and are recorded along with the date and time of any recorded incident.

The school system is maintained on an annual maintenance contract with both planned and reactive maintenance conducted by Elite Security.

Viewing of Images

All monitors should be in a secure location with restricted access. Images are not to be routinely viewed but should only be viewed in response to an incident and when the appropriate authorisation has been received.

Any authorisation to view images should be recorded.

Images are stored on the hard drive for up to 14 days and then over recorded.

Processing of Images

Should recorded images be needed longer than this, they are recorded to DVD/USB, labelled and securely stored. This will only occur after the appropriate approval has been received.

Person designated to control access to recorded images

The Vinci Project Manager/Senior Facilities Manager /Assistant Facilities Manager can authorise access to recorded images of the Vinci systems.
For access to the school systems, authorisation is required from the nominated school representative.

Positioning of Monitors

Monitors in reception have viewing access to their specific cameras and are password protected.

Merrill Academy has an additional monitor in a room on the ground floor. Access to and use of this monitor should be limited to appropriate school staff.

Authorised Users

Vinci staff and school staff trained to use the equipment.

Downloading of Images

Downloading of images will require authorisation as stated above.

Where images are required to be downloaded, appropriate authorisation is needed from the designated controllers.

Images used for Legal Proceedings

Any images needed to be stored for legal purposes will be stored on a dedicated DVD/USB and secured in the office safe.

Images will only be allowed to be removed off site by a police officer, upon receipt of a signed requisition note, and authorised by the designated person named above.

Images used by Client

Access will be allowed to view images by the client within the confines of the area where the monitor is located.

Should recorded images be required to be removed from the room, a written application must be made by the nominated school representative.

Each request will be judged on its merits and must be authorised by the designated person listed above.

Access and Disclosure of Images to Third Parties.

No access will be provided to third parties.

Access by Data Subjects under GDPR 2018

Access will be allowed to data subjects under the following conditions.

1. The request is made via the nominated school designated person.
2. A data subject access request is made by the individual, or authorised agent/ parent or guardian.
3. Sufficient information is received to process the application and proof of identity is provided.
4. The request is authorised by the designated person listed above.
5. If the designated person does not know the requestor, a photograph may be requested.
6. The requestor is entitled to a copy of the images unless they agree to viewing only. In this case, a private viewing must be arranged.
7. Assuming the records are available, the images must be accessed within one month.
8. If the designated person deems it necessary that other parties' identities on the recording should be protected, guidance can be obtained from the office of data protection where specialist advice can be obtained.
9. The designated person may refuse access if, in their opinion, it prejudices the purpose of crime prevention or detection.
10. The final decision regarding the provision of access to CCTV systems lies with the Project Manager/Senior Facilities Manager /Assistant Facility Manager.