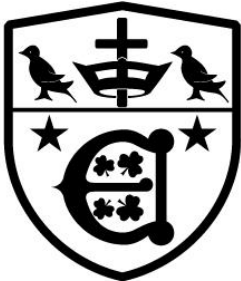


Closed Circuit Television Policy



**ST EDWARD'S
COLLEGE**
LIVERPOOL

1. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at St Edward's College, hereafter referred to as 'the College'.

The system comprises a number of fixed and dome cameras located around the College site. Cameras are available to selected staff and locations.

This policy follows Data Protection Act guidelines and the CCTV Small User Checklist compliance advice will be completed annually by IT Manager and College Bursar.

The CCTV system is owned by the College.

2. Objectives of the CCTV scheme

To protect the College buildings and their assets.

To increase personal safety and reduce the fear of crime.

To support the Police in a bid to deter and detect crime.

To assist in identifying, apprehending and prosecuting offenders.

To protect students, members of staff and visitors.

To assist in managing the College.

3. Statement of intent

The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018.

The College will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the College, together with its visitors.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be made available to law enforcement agencies involved in the prevention and detection of crime, and no other third parties

The planning and design has endeavoured 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.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

4. Operation of the system

The scheme will be administered and managed by the IT Manager, in accordance with the principles and objectives expressed in the code.

The CCTV system is in operation 24 hours each day, every day of the year.

5. Monitoring procedures

Camera surveillance may be maintained at all times.

CCTV will be continuously recorded and will delete automatically after 30 days.

Video camera evidence of any incident, if available, will be used in investigating incidents of unacceptable behaviour, recognising that CCTV cameras are not, and will not, be used for the monitoring of teaching and learning. They are to deter poor behaviour and for the support and protection of staff.

The IT Support Department has access and authority to permanently record CCTV coverage required for evidential purposes. This must be signed, dated and stored in a separate, secure network location and can only be viewed within the IT Support Office unless otherwise stated by a member of College Leadership Team.

The CCTV may be viewed by law enforcement agencies for the prevention and detection of crime. A record will be maintained of the release of any CCTV recordings to the Police or other law enforcement agencies. The Police may require the school to retain the stored footage for possible use as evidence in the future. Such footage will be properly indexed and properly and securely stored until they are needed by the Police.

No other applications received from third parties to view or release CCTV recordings will be permitted.

Photographic evidence may be kept and used by the College in identifying, apprehending and prosecuting offenders.

6. Breaches of the code (including breaches of security)

Any breach of this Policy by College staff will be initially investigated by the Principal, in order for him to take the appropriate disciplinary action.

7. Assessment of the scheme and code of practice

Performance monitoring, including random operating checks, may be carried out by IT Manager.

8. Complaints

Any complaints about the College's CCTV system should follow the school's complaints procedure.

This Policy was adopted by the Governing Body in October 2023. The next review will be in October 2026.