

SWALLOW RISERS

CCTV Policy

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Swallow Risers, Maundene School, Swallow Rise, Walderslade, Chatham, Kent. The site is owned and managed by Swallow Risers Management Committee.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018. This policy will be subject to periodic review by the Management Committee of Swallow Risers to ensure that the system meets all legislative requirements.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998.

Swallow Risers accepts the eight data protection principles based on the Data Protection Act 1998 as follows. Data must be:

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;
- not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

Statement of Purpose

To provide a safe and secure environment for the benefit of those who attend, visit and work at Swallow Risers. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- The prevention, investigation and detection of crime
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
- Safeguarding children, parents, staff and the public's safety
- Monitoring the security of the setting
- Facilitate the identification of any activities/events which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Management Committee

The system will not be used for the following:

- For covert monitoring of staff
- Providing images for the world-wide-web
- Handing images to a third party, other than the police or officials if deemed necessary, within the compliance of the Data Protection Act 1998

- As a 'webcam' facility for parents to view recordings

Changes to the Purpose or Policy

Any major change to the CCTV Policy that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a Committee Meeting.

Responsibilities of the Owner of the Scheme

Swallow Risers Management Committee retains overall responsibility for the scheme.

CCTV Code of Practice

Management of the System

Day to day operational responsibility rests with the Management Committee.

Breaches of this policy will be investigated by the Committee Administrator and reported to the Management Committee.

This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the setting.

Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by operators:

- a) Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- b) The position of cameras and monitors have been agreed by Management Committee.
- c) No access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Management Committee. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the location to review and confirm the Management Committees operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator/controller.
- d) Operator/controller should regularly check the accuracy of the date/time displayed.
- e) Storage and Retention of Images

Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 6 weeks.

- f) Images will not normally be supplied a third party, except on the advice of the police if it is deemed necessary.
- g) As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording and showing the officer's name and police station. The log should also

show when such information is returned to the Parish Council by the police and the outcome of its use.

- h) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers.
- i) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Management Committee and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

Accountability

Any written concerns or complaints regarding the use of the system will be considered by the Management Committee, in line with the existing complaints policy.

Status

This policy was adopted by Swallow Risers on 12th September 2023.

Signed: _____