



## CCTV Policy/Procedure

Orchard Education Ltd  
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## **CCTV Policy/Procedure**

### **Introduction**

The purpose of this policy is to state how our Company deals with the requirements of the law, particularly the Data Protection Act 1998, in respect of our use of the Closed Circuit T.V. system at the Centre.

The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safety of staff, learners and visitors to the site. Static and remotely operated cameras enable this purpose.

### **Responsible Persons**

The person who has been appointed to oversee the system and procedures i.e. the System Manager is: Dave Melia. Their position in the centre is: Managing Director. In his absence i.e. holiday, sickness, time away from Centre, the Director of Education will cover these duties.

### **Our Policy**

1. To inform all who come onto the centre site that CCTV is in use.
2. To ensure the prevention of intrusion of privacy for immediate neighbours.
3. To keep images from CCTV secure and controlled by authorised personnel.
4. To maintain all CCTV equipment in working order.
5. To manage the output in a responsible way having quality control and replacement arrangements.
6. To provide retention of images within the stated purpose only.
7. To state the manner and means of destroying stored images.
8. To have access restrictions to unauthorised personnel and by individual and group third parties.
9. To comply with the 'Freedom of Information Act 2000'.

### **Arrangement Procedures**

The following arrangements are in place in order to meet the aims of the policy:

1. All users on the site will be notified of the use of CCTV by appropriate signage throughout the centre.
2. All camera views of the centre premises that also take in the neighbouring premises will have appropriate pixilation to only reveal the desired viewpoint. This will apply no matter which camera function is employed. A DVD is available to view

the images showing the camera functions and resultant pixilation. This can be viewed on request to the System Manager.

3. The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so.

4. The secure location for viewing live images will held in the Managing Directors Office and remote access will be available to the System Manager.

5. Site operational staff and Senior Management will be able to view the live image display and be able to review/access recorded images to achieve the stated purpose.

6. Within the purpose of the CCTV system such images may be shared with the Police enforcement agency if deemed necessary by the System Manager/Managing Director.

7. The images will be digitally recorded on a rolling programme of 31 days. Unless required for evidence purposes, this retention will automatically overwrite the oldest images.

8. Any retention of images kept on the server will be kept until they are no longer required then overwritten in the normal way.

9.. Any downloaded images can only be made with the Managing Directors consent to a digital disc and to be only made available to those who are responsible to achieve the stated legitimate purpose.

10. All copies of downloaded images will be catalogued. The system will automatically alert the System Manager of any download activity. These images will be destroyed after they are no longer required. Verified written proof will be retained as confirmation of destruction.

11. Any request to access images from our system from third party groups i.e. Police or other agencies must follow the designated protocol.

12. Individual third parties applying under the 'Freedom of Information Act 2000' must submit a request in writing, together with the appropriate fee of £10.00 to cover administration costs.

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## User Responsibilities

All user staff have the following responsibilities:

- To uphold the arrangements of this policy.
- To handle images/data securely and responsibly, within the aims of the policy. Staff need to be aware that they could be committing a criminal offence if they misuse CCTV images.
- To uphold the recorded procedure for subject access requests.

- To report any breach of procedure to the System Manager.
- To attend training / refresher sessions as required.

## Training

This policy is published under the Freedom of Information Act and is available online at <http://orchardhumber.co.uk/policies/> or by contacting the centre direct on 01472 898498. The centre is committed to uphold the code of good practice as outlined by the Information Commissioner Office.

This policy will be reviewed annually by a Director.

	Initial	Review 1	Review 2	Review 3
Signed		Dave Melia	D. Melia	
Position		Director	Director	
Date		03.08.17	31/08/18	