

CARDINAL NEWMAN CATHOLIC SCHOOL DATA PROTECTION REGISTER – CCTV POLICY

Purpose

Crime Prevention and Prosecution of Offenders

Purpose Description

Crime prevention and detection and the apprehension and prosecution of offenders

Data Controllers further description of Purpose

Includes the use of closed circuit television for the monitoring and collection of sound and/or visual images for the purpose of maintaining the security of premises, for preventing crime and for investigating crime

Data Subjects are

Customers and clients
Offenders and suspected offenders
Members of the public
Those inside, entering or in the immediate vicinity of the area under surveillance

Data Classes are

Personal details
Goods or Services Provided
Offences (Including Alleged Offences)
Criminal Proceedings, Outcome and Sentences
Sound and/or visual images

Sources (S) and Disclosures (D)(1984 Act) Recipients (1998 Act)

Security Organisations

Data subjects themselves
Business associates and other professional advisers
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Police forces

Transfers

None outside the European Economic Area

CARDINAL NEWMAN CATHOLIC SCHOOL CCTV POLICY

Introduction

This policy must be read in conjunction with the detail on the Data Protection Registration detailed on the attached appendix.

The purpose of the CCTV installation is to improve the school's security systems and to reduce the risk of any potential crime occurring.

The system is a network based system and accordingly data is held on the school's server. Camera's are installed at points of entry and exit into and out of the school (as per the attached map). The cameras are also located on the outside of the school buildings with an overview of the school car parks.

Management of the System

The system is managed by the Data Controller; the Director of Finance & Human Resources. The system is installed onto this employee's computer.

The system is supported by the Technical Support team (specifically, the Technical Support Manager)

Ordinarily, access to the system is restricted to the two named members of staff.

Investigation & Reporting

Any member of the school community i.e. staff member or student may identify a security threat to the school. This potential incident should be reported to the Headteacher, Director of Finance & Human Resources or another designated member of the Senior Leadership team.

The SLT member will request that data be researched on the system, providing as much detailed information as possible e.g. incident occurred between 9 a.m. and 9.30 a.m. in the Cashman building, ground floor corridor. Risk : potential theft

The Data Controller or Technical Support Manager will access the system and download the information required. This will be completed in a secure environment and the information will remain confidential.

Management Response

The Headteacher, or named representative, will consider the incident and the potential risk to security.

The Police will be contacted in the event of a potential crime being committed.

In the event that the system identifies 'unacceptable or inappropriate' behaviour, the school's procedures for such incidents will be followed (Behaviour Policy, Sanctions, Discipline procedures etc).

The Chair of Governors will be informed

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