

Moseley and Kings Heath Shed

CCTV Policy

(Code of Practice)

Dated: July 2019

Review: July 2021

## **Moseley and Kings Heath Shed**

### **CCTV Policy**

#### **(Code of Practice)**

##### **1. Introduction**

- 1.1 Moseley and Kings Heath Shed uses closed circuit television (CCTV) and the images produced to prevent or detect crime and to monitor the school buildings and grounds in order to provide a safe and secure environment for its members and visitors, and to prevent loss or damage to Shed property.
- 1.2 The system comprises a number of fixed cameras.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the Shed, the deployment of which is determined by the Shed's Trustees.
- 1.5 The CCTV is monitored centrally from the Kitchen area, with the monitor disconnected. Access to the images is controlled by the Data Controller (Martin Mullaney), or in his absence, Les Stokes and Steve Jay and is password protected.
- 1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with members of the Shed community.
- 1.7 The Shed's CCTV Scheme is registered with the Information Commissioner under the terms of the GDPR Act 2018. The use of CCTV, and the associated images are covered by the Data Protection Act 1998. This policy outlines the Shed's use of CCTV and how it complies with the Act. All authorised members with access to images are aware of the procedures that need to be followed when accessing the recorded images.
- 1.8 Through this policy, all members are made aware of their responsibilities in following the CCTV Code of Practice. The Shed's 'Data Controller' (Martin Mullaney) will ensure that all members are aware of the restrictions in relation to access to, and disclosure of, recorded images by publication of this policy.

##### **2. Statement of Intent**

- 2.1 The Shed complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that CCTV is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:

<https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

- 2.2 CCTV warning signs are clearly and prominently placed at the main external entrance to the Shed. Signs will contain details of the purpose for using CCTV.
- 2.3 The original planning, design and installation of CCTV equipment endeavoured to ensure that the scheme will deliver 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.

### **3. Siting the Cameras**

- 3.1 Cameras are sited so that they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The Shed will ensure that the location of equipment is carefully considered to ensure that images captured comply with GDPR.
- 3.2 The Shed will make every effort to position cameras so that their coverage is restricted to the Shed premises, which only includes indoor areas.
- 3.3 Members will have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

### **4. Covert Monitoring**

- 4.1 It is not the Shed's policy to conduct 'Covert Monitoring' unless there are 'exceptional reasons' for doing so.
- 4.2 The Shed may, in exceptional circumstances, determine a sound reason to set up covert monitoring. For example:
  - i) Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
  - ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.3 In these circumstances authorisation must be obtained from the Chair of the trustees and the Shed's 'Data Controller' advised before any commencement of such covert monitoring.
- 4.4 Covert monitoring must cease following completion of an investigation.
- 4.5 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles, changing areas etc.

### **5. Storage and Retention of CCTV images**

- 5.1 Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2 All retained data will be stored securely at all times and permanently deleted as appropriate / required.

## **6. Access to CCTV images**

6.1 Access to recorded images will be restricted to those members authorised to view them, and will not be made more widely available.

## **7. Subject Access Requests (SAR)**

7.1 Individuals have the right to request access to CCTV footage relating to themselves under the GDPR.

7.2 All requests should be made in writing to the Chair of Trustees. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

7.3 The Shed will respond to requests within 40 calendar days of receiving the written request and any fee. This is as per the ICO CCTV Code of Practice.

7.4 A fee of £10 may be charged per request. This is as per the ICO CCTV Code of Practice.

7.5 The Shed reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **8. Access to and Disclosure of Images to Third Parties**

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Shed where these would reasonably need access to the data (e.g. investigators).

8.2 Requests for images / data should be made in writing to the Chair of Trustees.

8.3 The data may be used within the Shed's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

## **9. Complaints**

9.1 Complaints and enquiries about the operation of CCTV within the Shed should be directed to the Chair of Trustees in the first instance.

## **10. Further Information**

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2017 (published by the Information Commissioners Office) Version 1.2
- [www.ico.org.uk](http://www.ico.org.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998
- GDPR