



DATA PROTECTION ACT 1998

A POLICY STATEMENT

HANDLING REQUESTS TO VIEW CCTV RECORDINGS

1. INTRODUCTION

North Kidlington School has installed CCTV cameras for the purposes of the prevention and detection of crime and to safeguard the welfare of pupils, staff and visitors and to protect school property from damage.

- 1.1 Under the Data Protection Act 1988 (DPA) an individual has a right of access to personal data. This means they could have a right of access to CCTV recordings that exist providing that the requester can be identified from the images.
- 1.2 Should a request for CCTV images be made, the individual should be informed that the CCTV system at North Kidlington School is owned by the School, the contact telephone number for which is 01865 372607.

2. PROCEDURE

Upon receiving a request from an individual who wishes to view CCTV footage, the School Staff should advise the individual of the following points:-

- 2.1 Recordings are only held for 14 days after which the images are deleted and therefore, if their request is for a date outside this period, it will not be available.
- 2.2 They must apply in writing to the Head Teacher at North Kidlington School, providing the dates and times of any incidents and the location within the school site. Also they should give sufficient information as to their identity, i.e. what they were wearing, colour of clothes etc. for the day in question together with proof of their identity and address, i.e. clear copies of a Passport or driving licence photograph. If the individual is not capable of being identified from the images, they do not have a right of access under the DPA and they should be informed that their request will not be processed.
- 2.3 That GDPR allows up to 40 days to respond but North Kidlington School will process the request as quickly as is possible once the Head teacher has received the letter.
- 2.4 That there will be a charge of £10 for the process and a cheque made payable to 'North Kidlington School' should be included with the letter.
- 2.5 That where the requests relate to a crime that may have been committed, their request will be denied and they should be told to report the matter to the Police, and that any evidence recorded on CCTV will be handed to the Police.

- 2.6 If individuals other than the requester can be identified from the footage, consideration needs to be given as to whether the disclosure will adversely affect the other individuals. If the disclosure could give rise to adverse effects on other individuals and unless it is possible to blur/edit out their images, the School may refuse to disclose the images.
- 2.7 Upon receipt of such a request, accepting that the date falls within the scope of the recordings held and the individual has indicated a wish to proceed by forwarding a letter containing the detail outlined above, together with a cheque, then the CCTV recording should be viewed and a copy made of the incident identified by the individual.
- 2.9 If the individual has been asked to provide additional information and they are unable or unwilling to do so, they should be informed that no further action will be taken and their cheque will be returned with a letter outlining why the request has been refused.
- 2.10 If it is possible to comply with the request, the individual should be contacted and arrangements made for a convenient time for the CCTV footage to be viewed at the school before any copy is handed over to the individual.

3. REQUESTS FOR IMAGES FROM THIRD PARTIES

- 3.1 If a request for CCTV footage is made from third parties or from individuals not identifiable in the images, the subject access provisions of GDPR do not apply. Instead, such requests should be treated in accordance with the Freedom of Information Act. If a request has been made from law enforcement agencies for the purposes of preventing or detecting crime, then it would be appropriate to disclose the images where a crime needs to be investigated.
- 3.2 The School has discretion to refuse any request for the images unless there is an overriding legal obligation to comply with the request, for example, a Court Order for disclosure.

Reviewed: May 2018

Next Review: May 2020