

CCTV System - Code of Practice

Introduction

1.1 The purpose of this Code of Practice is to regulate the management, operation and use of the closed circuit television (CCTV) system at Haven Nursery School and Children's Centre.

1.2 The system comprises a number of fixed cameras located around the Haven site. All cameras are monitored by Haven staff.

1.3 This Code follows guidelines set out by the Information Commissioners Office.

1.4 The Code of Practice will be subject to review annually to include consultation as appropriate with interested parties.

1.5 The CCTV system is owned by Haven Nursery School and Children's Centre.

2. Objectives of the CCTV scheme

2.1 (a) To protect the Haven Nursery School and Children's Centre buildings and their assets.

(b) To increase personal safety and reduce the fear of crime.

(c) To support Law Enforcement Agencies in a bid to deter and detect crime.

(d) To assist in identifying, apprehending and prosecuting offenders.

(e) To protect members of the public and private property.

(f) To assist in safeguarding the children and families who use our Centre.

3.

Statement of Intent

3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

3.2 Hampshire County Council will treat the system and all information, documents and recordings obtained and used as if data were protected by the Act.

3.3 Cameras will be used to monitor activities within the Haven Nursery School and Children's Centre site and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the Centre staff together with its visitors.

3.4.1 Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

3.4.2 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the County Council's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000. (See 5.5)

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Images will only be released to the media for use in the investigation of a specific crime and with the written authority of the police.

Images will never be released to the media for purposes of entertainment.

3.6 The planning and design has endeavoured to ensure that the Scheme will give 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.

3.7 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Haven Nursery School and Children's Centre CCTV system. These are in accordance with Hampshire County Council's policy.

4.

Operation of the system

4.1 The Scheme will be administered and managed by the *Site Manager and Business Manager* in accordance with the principles and objectives expressed in the code.

4.2 The day to day management will be the responsibility of both the Site Manager and Business Manager during the day and out of hours and at weekends.

4.3 Monitoring of the system will be restricted to limited administration staff, senior management and the Site Manager.

4.4 The CCTV system will be operated 24 hours each day, every day of the year.

5.

Day to day operation

5.1 The Site Manager and/or Business Manager will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

5.2 Access to the CCTV system will be strictly limited to the Premises Management Staff and senior management and administration team members

5.3 Unless an immediate response to events is required, staff in the CCTV Control Room must not direct cameras at an individual or a specific group of individuals, without having a signed Authorisation Form, according to the requirements of the Regulation of Investigatory Powers Act 2000. These corporate forms are available for [downloading](#) and **must** be used whenever Directed Covert Surveillance is planned or being considered as part of a surveillance operation.

5.4 Visitors and other contractors wishing to use the system will be subject to particular arrangement as outlined below.

5.5 The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. Casual users will not be permitted.

5.6 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6.

Liaison

6.1 Liaison meetings will be held with all bodies involved in the support of the system.

7.

Monitoring procedures

7.1 Camera surveillance will be maintained at all times.

7.2.1 A monitor is installed in the Admin Office to which pictures will be continuously recorded. Images will also be accessible via restricted access on the Centre's ICT network.

7.2.2 If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review, or Cancellation must be returned to the Corporate Monitoring Officer, Hampshire County Council, Chief Executive's Department, Elizabeth II Court, The Castle, Winchester, Hants. SO23 8UJ.

The corporate policy and procedures can be seen on the following [RIPA web site](#).

8. Storage Procedures

8.1 In order to preserve the integrity of the image required for evidential purposes they must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence store.

8.2 Images may be viewed by the Police, authorised officers of Hampshire County Council for supervisory purposes, authorised demonstration and training.

8.3 A record will be maintained of the release of images to the Police or other authorised applicants. A register will be available for this purpose.

8.4 Viewing of images by the police must be recorded in writing on the approved form.

8.5 Should an image be required as evidence a copy may be released to the Police under the procedures described in paragraph 8.1 of this Code. Images will only be released to the Police on the clear understanding that the image remains the property of Hampshire County Council, and both the image and information contained on it are to be treated in accordance with this code. The Council also retains the right to refuse permission for the Police to pass to any other person the image or any part of the information contained thereon.

8.6 The police may require the Council to retain the images for possible use as evidence in the future. Such discs will be properly indexed and properly and securely stored until they are needed by the police.

8.7 Applications received from outside bodies to view or release images will be referred to the Data Protection Officer. In these circumstances images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings or in response to a Court Order. A fee will be charged in such circumstances.

9.

Breaches of the Code of Conduct (including breaches of security)

9.1 Any breach of the Code of Practice by Hampshire County Council staff will be initially investigated by the Premises Manager in order for him to take the appropriate disciplinary action.

9.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

10.

Assessment of the scheme and Code of Practice

10.1 Performance monitoring, including random operating checks will be carried out by the Premises Manager and/or Business Manager.

11.

Complaints

11.1.1 Any complaints about the Haven Nursery School and Children's Centre CCTV system should be addressed to:

Business Manager
Haven Nursery School and Children's Centre
Harris Road
Gosport
PO13 0UY

11.2 Complaints will be investigated in accordance with Para 9 of this Code.

12

Access by the data subject

12.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made on an application form available from:

the Data Protection Officer, Chief Executive's Department, Elizabeth II Court, The Castle, Winchester, Hants.
SO23 8UJ

The form will also be available to the public, via Hantsweb and at Information Centres.

13.

Public Information

Copies of this Code of Practice will be available to the public from the Haven Nursery School office and on the Haven website.

Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by Haven Nursery School and Children's Centre.
- Images will be used properly indexed, stored and destroyed after appropriate use.
- Images may only be viewed by Authorised Centre staff and the Police.
- Images required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Images will not be made available to the media for commercial or entertainment.
- Images will be disposed of securely by incineration.

Any Covert Surveillance being considered or planned as part of an operation must comply with the corporate policies and procedures. Schools must use these procedures and comply with the requirements set out in the [procedure documentation](#) Contact the Data Protection Co-ordinator for Schools, Children's Services, Glyn Paton if you require more information.

- Any breaches of this code will be investigated by the County Council. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Premises Manager.

You can see the full text of the CCTV code of practice at the [Information Commissioner's site](#).

