



2023-2024

Hampstead Fine Arts

CCTV Policy

1. INTRODUCTION

1.1 Hampstead Fine Arts (HFA) has in place a CCTV surveillance system “the CCTV system”. This policy details the purpose, use and management of the CCTV system within HFA and details the procedures to be followed in order to ensure that the organisation complies with relevant legislation and the current Information Commissioner’s Office Code of Practice.

1.2 Hampstead Fine Arts has due regard to the Data Protection Act 2018 (DPA), the General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Protection of Freedoms Act 2012 and the Human Rights Act 1998. Although not a relevant authority, HFA also pays due regard to the Surveillance Camera Code of Practice, issued under the Protection of Freedoms Act 2012 and in particular the 12 guiding principles it contains.

1.3 This policy is based upon guidance issued by the Information Commissioner’s Office, ‘In the picture: A data protection code of practice for surveillance cameras and personal information’ 2 (“the Information Commissioner’s Guidance”).

1.4 This policy and associated procedures, applies to all of HFA’s CCTV systems capturing images of identifiable individuals for the purpose of viewing and or recording the activities of such individuals. CCTV images are monitored and recorded in strict accordance with this policy.

2. CCTV System overview

2.1 The CCTV system is owned and managed by Hampstead Fine Arts (HFA). Under the Data Protection Act 2018 HFA is the ‘data controller’ for the images produced by the CCTV system. HFA is registered with the Information Commissioner’s Office (ICO). The CCTV system operates to meet the requirements of the Data Protection Act and the Information Commissioner’s Guidance.

2.2 The Health & Safety Manager is responsible for the overall management and operation of the CCTV system, including activities relating to installations, servicing, recording, reviewing, monitoring and ensuring compliance with this policy.

2.3 The CCTV system operates across HFA’s sites.

2.4 Signs are placed in prominent locations in order to inform staff, students, visitors and members of the public that CCTV is in operation.

2.5 The Health and Safety and Premises Manager is responsible for ensuring that adequate signage is erected in compliance with the Information Commissioner's Guidance. Signs must:

- Be clearly visible and legible.
- Be of a size appropriate to the circumstances.
- Contain the following information.
 1. The name of the data controller. Hampstead Fine Arts College
 2. The contact telephone number for enquiries. 0207 586 0312

2.6 Cameras are sited to ensure that they cover entrances, exits and vulnerable public-facing areas of the organisation's premises. They are not sited in private areas or washrooms.

2.7 The CCTV system is operational and is capable of recording for 24 hours a day, every day of the year. It retains 30 days rolling history. There is a PC-based client to enable recordings to be viewed.

2.8 Any proposed new CCTV installation must comply with the GDPR and the CCTV codes of practice.

2.9 Further information regarding the number and location of CCTV cameras is available from the Health and Safety and Premises Manager.

2.10 The whole system is maintained by CCTV Cameras London Limited. CCTV Cameras London Limited has provided a log book containing a policy which includes: operating standards, Access to images, data request forms.

3. Purposes of the CCTV system

3.1 The principal purposes of HFA's CCTV system are as follows: to ensure the safety of staff, students and visitors; to assist in the investigation of suspected breaches of policy or regulations by staff or students; for the prevention, reduction, detection and investigation of crime and other incidents.

3.2 HFA seeks to operate its CCTV system in a manner that is consistent with respect for the individual's privacy.

4. Monitoring and Recording

4.1 Images are recorded on Bullet cameras with localised recording capabilities and are viewable on restricted PC's by authorised staff.

The authorised users of the system are:

- Principal
- Head
- Health & Safety Manager
- Deputy Head Pastoral
- Deputy Head Academic
- Office Staff

Any other staff the Principal deems necessary (situation dependant)

4.2 The cameras installed provide images that are of suitable quality for the specified purposes for which they are installed and all cameras are checked regularly to ensure that the images remain fit for purpose and that the date and time stamp recorded on the images is accurate.

4.3 CCTV images are not to be retained for longer than is necessary. Data storage is automatically managed by the CCTV digital recorders, which use software programmed to automatically overwrite historical data in chronological order to enable the recycling of storage capabilities.

4.4 All images recorded by the CCTV System remain the property and copyright of HFA.

5. Compliance with Data Protection Legislation

5.1 In its administration of its CCTV system, hfa complies with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR). Due regard will be given to the data protection principles contained within Article 5 of the GDPR which provide that personal data shall be: processed lawfully, fairly and in a transparent manner;

- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed; accurate and, where necessary, kept up to date;
- kept in a form which permits identification of the data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

6. Applications for disclosure of images Applications by individual data subjects

6.1 Requests by individual data subjects for images relating to themselves – a “Subject Access Request” should be submitted in writing to the Director of Compliance together with proof of identification.

6.2 In order to locate the images on the CCTV system, sufficient detail must be provided by the data subject in order to allow the relevant images to be located and the data subject to be identified.

6.3 Where HFA is unable to comply with a Subject Access Request without disclosing the personal data of another individual who is identified or identifiable from that information, it is not obliged to comply with the request unless satisfied that the individual has provided their express consent to the disclosure, or if it is reasonable, having regard to the circumstances, to comply without the consent of the individual.

6.4 A request for images made by a third party should be made in writing to the Director of Compliance, Health and Safety and Premises Manager, Principal or Head who will liaise in response to the request.

6.5 In limited circumstances it may be appropriate to disclose images to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime or in other circumstances where an exemption applies under relevant legislation.

6.6 Such disclosures will be made at the discretion of the Principal, with reference to relevant legislation and where necessary, following advice from HFA's legal advisor and Dukes Education.

6.7 Where a suspicion of misconduct arises and at the formal request of the Principal or Head, the Health and Safety and Premises Manager and Admin staff may provide access to CCTV images for use in staff disciplinary cases.

6.8 The Deputy Heads may provide access to recorded CCTV images when required as evidence in relation to student discipline cases, at the request of the Principal or DSL.

6.9 A record of any disclosure made under this policy will be logged by the Director of Compliance, itemising the date, time, camera, requestor, authoriser and reason for the disclosure.

6.10 All Request forms are located in the customer logbook provided by CCTV Cameras London Limited.

7. Retention of images

7.1 Unless required for evidential purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 30 days from the date of recording. Images will be automatically overwritten after this point.

7.2 Where an image is required to be held in excess of the retention period referred to in 7.1, the Health and Safety and Premises Manager or their nominated deputy, will be responsible for authorising such a request with regard to student-related incidents. The Principal or Head will be responsible for authorising requests to retain information relating to staff incidents.

7.3 Images held in excess of their retention period will be reviewed on a three-monthly basis and any not required for evidential purposes will be deleted. Once an investigation and any further appeals have been fully completed, footage should be deleted from its offline storage area.

7.4 Access to retained CCTV images is restricted to the Principal, Head, Health and Safety and Premises Manager, Admin staff, Deputy Heads and other persons as required and as authorised by the Principal.

8. Complaints procedure

8.1 For complaints concerning HFA's use of its CCTV system or the disclosure of CCTV images please refer to the Complaints Policy.

9. Monitoring Compliance

9.1 All staff involved in the operation of the CCTV system will be made aware of this policy and will only be authorised to use the CCTV system in a way that is consistent with the purposes and procedures contained therein.

9.2 All staff with responsibility for accessing, recording, disclosing or otherwise processing CCTV images will be required to undertake data protection training.

10. Policy review

10.1 HFA's usage of CCTV and the content of this policy shall be reviewed annually by the Health and Safety and Premises Manager with reference to the relevant legislation or guidance in effect at the time. Further reviews will take place as required.

Updated	Author	Approved by	Date
September 2023	SI	CC & ES	September 2023