



CCTV POLICY

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Wormholt Park Primary School CCTV Policy

Introduction

Wormholt Park Primary School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team. The CCTV is monitored by the Head Teacher, School Business Manager and Facilities Manager. The system comprises of eight fixed cameras located around the exterior and interior of the site.

The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings is covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

Objectives of the CCTV system

- To protect the school building and assets
- To increase personal safety and minimise risk
- To support the police in the event of criminal activity
- To assist with the school's commitment to security and safeguarding

Statement of Intent

The school complies with the CCTV Code of Practice issued by the Information Commissioner's Officer (ICO) to ensure that the CCTV system is used responsibly. The code of practice is available at <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

CCTV warning signs are clearly and prominently placed within the area at which the cameras are located. The layout 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 incident taking place in the areas of coverage.

Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations

are not violated. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

Storage and Retention of CCTV images

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. All retained data will be stored securely.

Requests for erasure will be considered and responded to in a timely manner.

The basis for which a right to erasure will be granted are:

- the personal data is no longer necessary for the purpose which it was originally collected or processed it for
- we are processing the personal data for direct marketing purposes and the individual objects to that processing
- we have processed the personal data unlawfully (ie in breach of the lawfulness requirement of the 1st principle)
- we have to do it to comply with a legal obligation
- we have processed the personal data to offer information society services to a child

The basis for which the right to erasure will not be granted are:

- to exercise the right of freedom of expression and information;
- to comply with a legal obligation;
- for the performance of a task carried out in the public interest or in the exercise of official authority;
- for archiving purposes in the public interest, scientific research historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of that processing; or
- for the establishment, exercise or defence of legal claims.

If we refuse to comply with the request, we will inform the individual in writing and within one month of receipt of the request. We will inform the individual about:

- the reasons you are not taking action
- their right to make a complaint to the ICO or another supervisory authority
- their ability to seek to enforce this right through a judicial remedy

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

Access to CCTV Images

Access to recorded images will be restricted to those staff authorised to view them, namely:

- Headteacher
- Deputy Head
- Assistant Head
- Safeguarding Lead
- School Business Manager

- Facilities Manager
- Admin Team
- Data Protection Officer

Access to and Disclosure of Images to Third Parties

Recorded data shall not be disclosed to third parties other than authorised personnel such as the police. The data may be used within the school's discipline and grievance procedures in the event of misconduct of a staff member and will be subject to confidentiality requirements of the procedures.

Complaints

Where individuals wish to make a complaint about the operation of CCTV they should follow the school's Complaints Procedure available from the school.

Appendix A

CCTV Signage

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries