



CCTV policy Christ Church CE (c) Primary School

1. Introduction

- 1.1 Christ Church CE (c) Primary School uses closed circuit television (CCTV) images to monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, to prevent the loss or damage to school property by reducing potential crime or to record inappropriate behaviour.
- 1.2 The system comprises of eight fixed cameras, a monitor situated in the school office and a secure means of recording video only. All recorded video is kept for two weeks only unless it has been needed to be retained.
- 1.3 The system does not have sound recording capability
- 1.4 The CCTV system is owned and operated by the school
- 1.5 The CCTV is monitored centrally from the office by staff who work in that office area.
- 1.6 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV, and the associated images are covered by the Data Protection Act 2018. This policy outlines the school's use of CCTV and how it complies with the Act

2. Statement of Intent

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

http://www.ico.gov.uk/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.ashx

<https://ico.org.uk/about-the-ico/consultations/cctv-code-of-practice-revised/>
- 2.2 A CCTV warning sign will be clearly and prominently placed the entrance to the school. The sign will contain details of the purpose for using CCTV
- 2.3 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.



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3. Siting of the Cameras

- 3.1 Cameras will be sited so 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 School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.
- 3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.
- 3.3 CCTV will not be used in learning spaces, the hall, changing areas or toilets.
- 3.4 Members of staff should have access to details of where CCTV cameras are situated.

4. Storage and Retention of CCTV images

- 4.1 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
- 4.2 All retained data will be stored securely and will remain on site unless released for the purposes of an investigation or incident that needs to take place away from the school.

5. Access to CCTV images

- 5.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available. If it is deemed necessary and appropriate, members of the governing body may also be asked to view recorded images, following the same authorisation process above.

6. Subject Access Requests (SAR)

- 6.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act
- 6.2 All requests should be made in writing to the Co-Head Teachers. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified, stating the reason for which access is required. For example, date, time and location.



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- 6.3 Written requests must be made within two weeks of an incident taking place. The school will then respond to requests within one calendar month of receiving the written request and fee applicable at the time (fee may be waived at the schools discretion).
- 6.4 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

7. Access to and Disclosure of Images to Third Parties

- 7.1 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 school where these would reasonably need access to the data (e.g. investigators)
- 7.2 Requests should be made in writing to the Co-Head Teachers.
- 7.3 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

8. Complaints

- 9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Co-Head Teachers in the first instance and will follow the published complaints procedure.

Further Information

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

- CCTV Code of Practice 2013 (published by the Information Commissioners Office)
- www.ico.gov.uk
- Regulation of Investigatory Powers Act (RIPA)
- Data Protection Act