CCTV Policy

1. **Introduction**

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school. The system comprises a number of static cameras located around the school site. All cameras can be monitored from the Main Reception.

This Code follows Data Protection Act guidelines.

The CCTV system and data is owned by the school.

2. **Objectives of the CCTV system**

- To protect the school buildings and assets of the school.
- To increase personal safety and reduce the fear of crime.
- To support the Police in a bid to deter and detect crime.
- To assist in managing the school.

3. **CCTV Operating**

The CCTV is monitored from the main school office by members of the Senior Leadership Team and Administration Staff.

Access to replay or download footage is restricted to trained members of the Senior Leadership Team.

4. **Statement of intent**

- The CCTV system will be registered with the Information Commissioner Office under the terms of GDPR and will seek to comply with the requirements both of the Data Protection Act and Commissioner's Code of Practice.
- The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by GDPR.
- The system installed is compliant with the GDPR, Human Rights Act and Regulatory Investigation Powers Act.
- Cameras will be used to monitor activities within the school 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 school and its staff, students and visitors.
- Cameras are focussed on school corridor areas.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
- Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident. This will be stored securely until the end of any retention period and then destroyed securely.
- Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.
- Warning signs, as required under GDPR, have been placed at key points in the building.