Danescourt Primary School
Nurturing, Growing, Thriving
Meithrin, Tyfu, Llwyddo

SCHOOL CCTV POLICY

Introduction

The purpose of this policy is to set out the management, operation and use of the closed circuit television (CCTV) system at Danescourt Primary School.

The School's CCTV systems comprises of 16 cameras located within and around the School buildings.

The monitoring and recording equipment is located in the Headteacher's Office and overall School Officer in charge of the CCTV system is Mrs Karen Wathan, Headteacher.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.

All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

This Policy has been drawn up to govern the management of all operations of CCTV devices and other recording devices which are subject to the provisions of the:

- Data Protection Act 2018
- ICO CCTV Code of Practice requirements
- Human Rights Act
- Home Office Surveillance Camera Code of Practice.

Purpose of processing CCTV:

The use of the systems operated by the School shall be for the purpose of:-

- Prevention and detection of crime
- Reducing the fear of crime
- Improving protection for staff, children and parents
- Improving the safety and security of residents, visitors and the business community who use the facilities
- Discouraging anti-social behaviour

Statement of intent

The CCTV system has been registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will comply with the requirements both of the Data Protection Act 2018 and the associated Codes of Practices outlined within this policy.

The Head Teacher shall ensure that all appropriate staff are trained on the use of the equipment and are familiar with their data protection responsibilities

All devices operated are subject to Impact Assessments in line with the CCTV Code of Practice to ensure that they have legitimate purposes for processing in line with the requirements of the Data Protection Act 2018 and Article 8 of the Human Rights Act.

CCTV Warning signs, as required by the Code of Practices' will be placed around all areas of the School. These will clearly set out that CCTV is in operation, the owner of the system and contact details of the system owner.

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.

Storage and retention of footage

Footage will not be retained for longer than 31 days, unless an incident occurs which necessitates extraction and retention of said footage as evidence.

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.

Access to footage

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available

Individual Right Requests

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 2018.

All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The School will respond to requests within 30 calendar days of receiving the written request

Access to and disclosure of footage to third parties

There will be no disclosure of recorded data to third parties other than to authorised organisations, such as the Police, where there may be a reasonably need to access the footage.

These requests will be documented under the Schedule 2 and 3 conditions of the Data Protection Act to ensure disclosures are lawful. Requests must be made in writing to the Head Teacher.

Footage 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.

Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher, Mrs Karen Wathan.

Complaints will be investigated in accordance with this Policy.