

CCTV POLICY

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment.

Prepared by: C Easey based on the Babcock Model
Policy: Statutory
Review frequency: 2 yearly
Agreed:
Review: January 2020

1. Definitions

- 'The school' – Colville Primary School.
- 'Data Controller' - the school's data controller for CCTV is Mrs Easey.
- 'Site Manager' – The school's Site Manager.
- 'CCTV Operator' – Employees of the school with the skills and permission to operate the CCTV and retrieve footage.

2. Introduction

The purpose of this policy is to manage and regulate the use of the surveillance and CCTV systems at our schools and ensure that:

- We comply with the GDPR, effective as of 25 May 2018.
- The images that are captured are useable for the purposes we require them for.
- We reassure those persons whose images are being captured, that the images are being handled in accordance with data protection legislation.

The system comprises a number of static cameras located around the school site. All cameras can be monitored from the Headteachers office and Business Managers office.

This Code follows Data Protection Act guidelines.

The CCTV system and data is owned by the school.

3. Objectives of the CCTV system

- To protect the school building and assets of the school.
- To increase personal safety and reduce fear of crime.
- To support the police in a bid to deter and detect crime.
- To assist in the management and safeguarding of the school community.

4. Statement of intent

The CCTV system will be registered with the Information Commissioner under the Data Protection Act 1998, the GDPR effective as of 25 May 2018 and will seek to comply with the requirements both of the Data Protection Act and Commissioner's Code of Conduct.

The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act and covered by GDPR.

The system installed is compliant with the GDPR and Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor activities within the school and its car parks 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 the school buildings and around the entrances and exits.

Materials of knowledge secured as a result CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for investigation of specific crime or incident.

Warning signs, as required under the Data Protection Act, have been place at key points around the building.