

St Thomas Becket Catholic Primary School

Date	Review Date	Drawn up by	Committee Approving
Spring 2021	Summer 2023	Noel Campbell	Health & Safety

CCTV Policy

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

1. Introduction

- St Thomas Becket Catholic Primary School uses closed circuit television (CCTV) images to monitor outdoor areas of the school 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 system comprises a number of fixed and dome cameras.
- The system does not have sound recording capability.
- 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 centrally from the school offices by the Administrative Assistants and the Data Controlling Officer, Noel Campbell.
- 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. All operators are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

2. Statement of Intent

- 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.
- CCTV warning signs will be clearly and prominently placed around the outdoor areas of the school.

3. Siting the Cameras

- Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above).
- CCTV will only be used in areas outside the school buildings.

4. 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 protect the rights of the people whose images have been recorded.
- All retained data will be stored securely.

5. Access to CCTV images

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

6. Subject Access Requests (SAR)

- Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- All requests should be made in writing to the Head teacher. 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 40 calendar days of receiving the written request and fee.
- A fee of £10 will be charged per request.
- The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

7. Access to and Disclosure of Images to Third Parties

- 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).
- Requests should be made in writing to the Head teacher.

8. Complaints

- Complaints and enquiries about the operation of CCTV within the school site should be directed to the Head teacher in the first instance.