



Holy Trinity RC Primary School Policy on CCTV

Mission Statement

"To go forward together in Christ, respecting our neighbour and striving for excellence."

Introduction

Holy Trinity RC Primary School uses closed circuit television (CCTV) images to reduce crime, monitor the school buildings and grounds and to maintain good order on the school playgrounds and pathways. CCTV was installed in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property. Our system is owned and operated by the school and comprises of 11 dome cameras. The system has 1 sound recording camera and 10 no sound recording capability. The CCTV is monitored centrally from the School office and only the Headteacher and the Business Support Officer have been trained in its use.

The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and General Data Protection Regulations. The use of CCTV, and the associated images is covered by the Data Protection Act 1998 and General Data Protection Regulations. This policy outlines the school's use of CCTV and how it complies with the Act and Regulations.

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.

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. The full code of practice can be read at the following address:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

CCTV warning signs are clearly and prominently placed at the external entrances to the school and on the school building. The signs state the purpose for the CCTV. The planning and design has endeavored 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.

Siting the Cameras

The cameras have been sited so that 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. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

The school has made every effort to position the cameras so that their coverage is restricted to the school premises, which includes outdoor areas. CCTV has not been installed inside the school building.

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 ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be recorded securely.

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

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 1998 and General Data Protection Regulations. 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 a month receiving the written request. The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise on-going investigation.

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).

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.

Complaints

Complaints and enquiries about the operation of *CCTV* within the school should be directed to the Headteacher in the first instance.

Policy approved by governors: 30th October 2018

Policy renewal: October 2020