



Crompton House Church of England School

CCTV Policy

May 2024



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CCTV Policy

Purpose

The purpose of this policy is to regulate the management, operation and use of the CCTV system at Crompton House Church of England School.

The system will be used in accordance with all relevant laws and guidelines, including the General Data Protection Regulations and the Human Rights Act 1998.

The system is owned by the school and comprises a number of fixed, panoramic view and dome cameras located in strategic positions around the school site.

Objectives of CCTV

A CCTV system is maintained in order to promote a safe and secure environment for pupils, staff and visitors, and specifically to:

- Increase the personal safety of staff, students and visitors
- Protect school buildings and assets
- Support the Police in a bid to deter and detect crime
- Assist in identifying, apprehending and prosecuting offenders
- Assist in managing the school regarding conflicts, adverse events and to come to a solution

Policy

The CCTV system will be administered and managed by the Head teacher and nominated staff. (All 4 IT Services staff, Key Pastoral Hub staff and the Estates and Assistant Site Managers). Realtime CCTV images are displayed in the reception office to monitor movement in school. The system will operate 24 hours a day, every day of the year. All images and recordings will be treated as data which is protected by the General Data Protection Regulations.

Signs will be displayed at entrance points to inform staff, students and visitors of the use of CCTV. Cameras will be used to monitor activity within the school, in its car parks, outdoor sports areas and other public areas to identify criminal activity occurring or anticipated, and for the purpose of securing the safety and well-being of the school and visitors. Cameras will not focus on private homes, gardens and other areas of private property neighbouring the school.

The placement of cameras has been planned to ensure maximum effectiveness but it is not possible to cover every area or detect every single incident taking place in the areas of coverage.

The Head will ensure that all appropriate staff are trained in the use of the CCTV equipment and are familiar with this policy and their data protection responsibilities.



Siting the Cameras

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. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the UK General Data Protection Regulation and cameras are regularly checked to ensure that they have not been moved or tampered with in any way.

A complete list and positioning of CCTV cameras is kept by the IT department.

Storage and Retention of CCTV images

Recorded data will not be retained for longer than is necessary, and will be deleted appropriately. All retained data will be stored securely and access limited to authorised staff only. Any footage over 14 days old will be overwritten unless otherwise required.

Access to the CCTV system

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

Access by the Data Subject

The General Data Protection Regulations provides Data Subjects (individuals to whom “personal data” relates) with a right to data held about themselves, including data obtained by CCTV. Requests for Data Subject Access should be made in writing to the Head, providing sufficient information to enable the footage relating to them to be identified and isolated, and will be dealt with in accordance with the school’s Data Protection policy.

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.

Access to and Disclosure of Images to Third Parties

There will be no disclosure of images 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.

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 these procedures.



Breaches of the Policy

Misuse of recorded imagery or the system will be a disciplinary offence

Any breaches of the policy by school staff will be investigated by the Head and appropriate action taken.

Complaints

Any complaints about the school CCTV system should be addressed to the Head. Complaints will be investigated in accordance with this policy.

Document ESC-CCTV/2023/May 2023 adopted by Estates Committee

Date23.05.24

Signed (Chair) Print Name

.....David Taylor.....

Date of next reviewMay 2025