



Plaistow Primary School

CCTV POLICY

Policy owned by:	Janine St Pierre
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The policy

Introduction

Plaistow Primary School uses closed circuit television (CCTV) images to help prevent crime, to monitor the school buildings 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 of two fixed cameras located at the front of the school; these cameras do not have sound recording ability.

The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team; and is monitored centrally from the school office by the Administrative team.

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 and sound. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

Objectives of the CCTV system

- To protect the school building and assets
- To increase personal safety and minimise risk
- To support the police in the event of criminal activity
- To assist with the school's commitment to security and safeguarding

Statement of Intent

The school complies with the CCTV Code of Practice issued by the Information Commissioner's Officer (ICO) to ensure that the CCTV system is used responsibly. The code of practice is available at <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

CCTV warning signs will be clearly and prominently placed within the areas in which the cameras are located. These signs will contain details of the purpose for the use of CCTV.

The planning and design has endeavoured 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 incident taking place in the areas of coverage. Please be aware that the purpose of the CCTV installed in the school is not to serve public duties.

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 General Data Protection Act.

CCTV cameras are not used within the internal premises.

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 stored securely under the current GDPR guidelines.

Access to CCTV Images

Access to recorded images will be restricted to those staff authorised to view them, namely:-

- Head teacher
- Site Manager
- School Business Manager
- Data Protection Officer

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to them under the General Data Protection Act.

Where an individual wishes to access footage they should follow the school's Subject Access Requests Policy and Procedures available from the school.

Access to and Disclosure of Images to Third Parties

Recorded data shall not be disclosed to third parties other than authorised personnel such as the police. The data may be used within the school's discipline and grievance procedures in the event of misconduct of a staff member and will be subject to confidentiality requirements of the procedures.

Complaints

Where individuals wish to make a complaint about the operation of CCTV they should follow the school's Complaints Procedure available from the school.

CCTV Signage

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries

