



St Saviour's School

CCTV Policy



Updated March 2021

Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at St Saviour's School. The system comprises 4 cameras located on the school building. All cameras are monitored under access from the school office and staffroom and are only available to school staff. This Code follows Data Protection Act and GDPR guidelines. The Code of Practice will be subject to review to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

Objectives of the CCTV scheme

- To increase personal safety of staff, children and visitors and reduce the fear of crime
- To protect the school buildings and their assets
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property

Statement of Intent

The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements and implementation of the General Data Protection Regulation (GDPR) and the Commissioner's Code of Practice. The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school grounds to identify adverse activity occurring, anticipated or perceived, and for the purpose of securing the safety and well-being of the school's children and staff, together with its visitors. Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property. The cameras are only located at strategic points throughout the school premises, principally at the entrance and exit points around the school. No camera focuses or will focus, on toilets, shower facilities, changing rooms, staff rooms or private offices. There are signs that clearly communicate that the site is covered by CCTV.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the Police for use in the investigation of a specific crime and with the written authority of the Headteacher.

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. Warning signs, have been placed around the outside of the school building.

Operation of the system

The CCTV system will be administered and managed by the school in accordance with the values and objectives expressed in the code. The day to day management will be delegated by the Headteacher to the caretaker and secretary both in school hours and at weekends and during holidays. Viewing of recorded images must take place in the confidential area at an appropriate time. The CCTV system will be operated 24 hours each day, every day of the year, recording all activity. All operators and others with access to images must be aware of the access procedures that are in place. The CCTV system records images only and there is not audio recording. Therefore, conversations are not recorded on the CCTV.

Control and Liaison

The caretaker will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.

Monitoring procedures

Camera surveillance may be maintained at all times and footage continuously recorded and held on system memory for approximately 12 weeks. After this time, it is automatically overwritten.

Recording and retention of images

Images produced by the CCTV equipment are as clear as possible so that they are effective for the purposes for which they are intended.

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than 12 weeks. Once a hard drive has reached the end of its use, it will be erased prior to disposal.

Images that are stored on, or transferred on to, removable media such as CDs are erased or destroyed once the purpose of the recording is no longer relevant.

However, where the Police are investigating a crime, images may need to be retained for a longer period.

Access to and disclosure of images

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.

Links to other relevant policies:

Health and Safety Policy

To be updated by March 2024 (3 yearly)