



East Sheen Primary School

CCTV Policy

Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system in school. The system comprises cameras located around the school site. All cameras are monitored from a central point and are only available to designated staff. This policy will ensure that CCTV is only used for its intended objectives and that its use is fully in line with all statutory requirements.

Aims

- To ensure the enhancement of the school's security in a regulated and controlled manner with safeguards in place to protect the rights of all users of the facility
- To ensure the security system and its use complies fully with all statutory requirements.

Objectives

The purposes for which CCTV will be used in school are:

- To ensure the safety of pupils and others present on school premises.
- Prevention and detection of crime, e.g., theft, arson and criminal damage;
- To protect the school buildings and assets;
- To increase the perception of safety and reduce the fear of crime;
- To protect members of the public and private property.

Operation

- The use of CCTV will be fair and it will not be excessive or prejudicial to any individual or any group.
- People will be informed that CCTV is in use on school premises by means of notices posted in key places.
- CCTV will not be used inappropriately or in areas where people could expect privacy.
- The use of CCTV will be included in the school's annual Data Protection notification (registration) to the Information Commissioner's Office as one of the purposes for which they use personal data.
- CCTV or images produced from it will not be used for any other purposes than those stated in this policy.
- CCTV cameras will only record images on school premises and will not be directed at surrounding private property.
- The viewing of CCTV footage will be the responsibility of the headteacher and a limited number of nominated staff. Staff or individuals connected to the school or educational setting who wish to view CCTV footage should do so by written request to the headteacher. Where a viewing is appropriate, details of the view will be recorded.
- The headteacher is responsible for the operation of the system. Access to CCTV will be strictly confined to staff authorised by the headteacher.
- Where other staff or visitors need to have access to the system, this will be documented.

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- Recordings will be stored in a separate, locked place and access will be strictly confined to authorised staff. A recording system i.e. dates/times and recording details will also be retained whilst the material is held.
- Recordings will be held for a limited length of time (usually 30 days) and will be overwritten after this time.
- If the school needs at any time to use CCTV covertly, an application will be made under the Regulation of Investigatory Powers Act (RIPA) to the appropriate authority.
- Access to CCTV recordings day-to-day will be restricted to the authorised staff operating the system.
- CCTV recordings will only be disclosed to others where there is a legitimate reason to disclose them. They may be disclosed to the police, for the prevention and detection of crime, to a court for legal proceedings and to a solicitor for legal proceedings
- Applications received from other outside bodies (e.g. solicitors) to view or release recordings will be referred to the headteacher. In these circumstances, recordings will be released where satisfactory evidence is produced showing that they are required for legal proceedings, an information access request or Court Order.
- Under UK GDPR, individuals have the right to submit a subject access request. The school will verify the identity of the person before any information is supplied. Consideration will be given to the privacy intrusion of third party individuals in the image and the need for other images to be obscured. A charge of up to £10 may be made to cover administrative costs.
- Where recordings have been disclosed or viewed by an authorised third party, the school will keep a record of the following: when the images were disclosed; why they have been disclosed; any crime incident number to which they refer; who the images have been viewed by or disclosed to.
- The CCTV system is maintained by Richmond Borough through a service level agreement on behalf of the school.

Monitoring and Review

This policy will be monitored and reviewed on a biennial basis or earlier in the light of any change in legislation.

Agreed by Governors Date: Autumn 2022

Review Date: Autumn 2024