

*St. Anne's Catholic Primary School*



*'Christ's Light Shines Through Our Learning'*

***CCTV POLICY***  
***January 2023- January 2025***

'Christ's Light shines through our learning'.

## Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at St Anne's Catholic Primary School. The system comprises a number of fixed cameras located within and around the school buildings. The Policy follows the Data Protection guidelines.

## Objectives

- To increase personal safety of students, staff and visitors
- To protect the school buildings and their content
- To support the Police; to deter and detect crime
- To assist in identifying, apprehending and potentially prosecuting offenders
- To assist in managing the school

## Statement of intent

1. The CCTV Scheme has been registered with the Information Commissioner under the terms of the Data Protection Act 1988 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice. The school will treat the system and all information, documents and recordings obtained and used as data protected by the Act.
2. Cameras will be used to monitor activities within the school and the grounds to identify adverse activity occurring or anticipated, and for the purpose of securing the safety and well being of the schools pupils, staff and visitors.
3. At no time will a camera be directed to follow or track an individual.
4. Material or knowledge secured as a result of CCTV use will not be used for any commercial or media purpose.
5. Warning signs, as required by the Code of Practice of the Information Commissioner, have been displayed.

## Operation of the system

1. The management of the CCTV system will be overseen by Barlows. The company will carry out regular audits to ensure that procedures are complied with. They are also responsible for the annual registration with the Information Commissioner.

2. The day to day management, administration, maintenance, security and support of the system will be the responsibility of the Head and secretary.
3. The CCTV system will operate 24 hours each day, recording all activity in the areas covered.
4. The Head and secretary are responsible for maintaining the recordings, ensuring their security and deleting them within the specified time period.

#### Viewing CCTV images

1. The secretary and senior management team are authorised to view the CCTV images.
2. The only location where images can be viewed are in the secretary's office.
3. The Secretary and Head are authorised to make copies of images.
4. Authorised staff may only allow persons or agencies to view CCTV images with the express permission of the Head and by the following procedures below.

#### **Requests to View or have Copies of images by external agencies or individuals**

1. Requests by law enforcement agencies (most commonly the police) can be authorised by the school under section 29 of the data protection act 1998. A copy of images may be released to the agency on the understanding that the images remain the property of the school and the school may refuse permission for the agency to pass the images to any other person. Such requests should be made to the Headteacher.
2. Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee may be charged in such circumstances (maximum £10).
3. Requests may come from other external individuals. For example a visitor to the school may request CCTV footage of the car park showing their car being damaged. Consideration would need to be given to how genuine or necessary the request is and whether there is any risk to the safety of others.

4. The data protection act allows Individuals whose images have been recorded the right to view the images of themselves and to have a copy of the images. This is termed a Subject Access request.

a. Requests of this nature should be made to the Headteacher who will make arrangements for the images to be provided within 40 days of the request.

b. The person making the request must give sufficient information to enable the images to be found. The fee for such a request is £10 (the maximum allowed).

c. Such images may well include images of third parties as well. The Headteacher will decide if such images need to be obscured.

5. Where necessary, the Headteacher or their representative will refer to the Information Commissioners Code of Practice (sections 8 & 9) for further guidance on disclosing images to law enforcement agencies or to individuals.

6. In all such cases where requests are made the school will keep a detailed log (register) of the nature of the request and the details/images provided.

### **Breaches of the code (including breaches of security)**

The Headteacher, or the Deputy acting on their behalf, will initially investigate any breach of the Code of Practice by school staff. Any serious breach of the Code of Practice will be subject to the terms of disciplinary procedures already in place.

### **Assessment of the scheme and code of practice**

The headteacher or their representative may carry out performance monitoring, including random operating checks.

### **Complaints**

Any complaints about the schools' CCTV system should be addressed to the Headteacher.

Complaints will be investigated in accordance with the Information Commissioners Code of practice.

Signed \_\_\_\_\_ Chair of *Governors*

Signed \_\_\_\_\_ Head teacher