



Buckingham Park
Church of England Primary School
Excellence, through God who strengthens us

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School Policy Document:

CCTV POLICY

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| Date Adopted by Full Governing board: | 26/02/2019 |
| Last reviewed on: | 26/02/2019 |
| Next review due by: | 30/04/2022 |

CCTV Policy

1. Definitions

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| 1.1. The School: | Buckingham Park CE Primary School |
| 1.2. Data Controller: | The school's Data Controller for CCTV is Mrs Hayley Jackson, School Business Manager |
| 1.3. Caretaker: | The school's Caretaker and Assistant Caretaker |
| 1.4. CCTV Operator | Employees of the school with the skills and permission to operate the CCTV and retrieve footage. |

2. Introduction

- 2.1. The purpose of this policy is to regulate the management, operation and use of closed circuit television (CCTV) system at the school. The system comprises a number of static cameras located around the school site. All cameras can be monitored from the main reception/premises desk and by the headteacher.
- 2.2. This Code follows the Data Protection Act guidelines.
- 2.3. The CCTV system and data are owned and managed by the school.
- 2.4. Objectives of the CCTV system
 - To protect the school buildings and assets of the school.
 - To increase personal safety and reduce the fear of crime.
 - To support the Police in a bid to deter and detect crime.
 - To assist in managing the school.

3. Statement of intent

- 3.1. The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and Commissioner's Code of Practice.
- 3.2. The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act.
- 3.3. The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.
- 3.4. Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and its staff, students and visitors.
- 3.5. Cameras are focussed on the school buildings and around entrances/exits.
- 3.6. Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.
- 3.7. Warning signs, as required under the Data Protection Act, have been placed at key points in the building.

APPENDIX – APPLICATION OF THE POLICY

1. Positioning of Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) 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 Data Protection Act.

The school will make every effort to position cameras so that their coverage is restricted, as far as is reasonably practicable, to the school premises, which may include outdoor areas. Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring. The School Business Manager has a copy of the map showing where each camera is sited.

2. Covert Monitoring

The school may in exceptional circumstances set up covert monitoring. For example:

- Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where
- there are grounds to suspect serious misconduct;
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making
- the recording.

In these circumstances authorisation must be obtained from a member of the senior leadership team.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

3. 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.

4. Access To CCTV Images

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

5. Subject Access Requests

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

All requests will be handled in line with the school's data protection policy.

6. Access To And Disclosure Of Images To Third Parties

There will be no disclosure of recorded data 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 School Business Manager.

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 those procedures.