



*Nurture-Believe-Inspire-Achieve*

**Danson  
Primary  
School**

**CCTV Policy**

The policy is provided to all staff and should be read in conjunction with the following policies:

- GDPR Policy
- E Safety and AUP
- Health and Safety
- Safeguarding and Child Protection

### **Introduction**

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Danson Primary School hereafter referred to as 'the school'. The system comprises of 16 cameras located in and around the school site. All cameras are monitored from the Network Cupboard and images are only available to selected senior staff.

This Policy follows GDPR guidelines. The School Policy will be subject to review every two years to include consultation as appropriate with interested parties.

### **Objectives**

- To protect pupils, staff and visitors.
- To increase personal safety and reduce the fear of crime.
- To protect the school buildings and assets.
- Without prejudice, to protect the personal property of pupils, staff and visitors.
- To support the police in preventing and detecting crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To assist in managing the school.

### **Statement of Intent**

Notification has been submitted to the Information Commissioner and the next renewal date has been recorded.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Cameras will be used to monitor activities within the school and its grounds to identify criminal activity actually occurring, anticipated, or perceived. It will be used for the purpose of securing the safety and wellbeing of the pupils, staff and school together with its visitors.

The system has been designed to deny observation on adjacent private homes, gardens and other areas of private property.

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

Images will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the system 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, as required by the Code of Practice of the Information Commissioner are clearly visible on the site.

### **Legislation and guidance**

This policy meets the requirements of the GDPR and the expected provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice for subject access requests. It also reflects the ICO's code of practice for the use of surveillance cameras and personal information.

### **System Management**

The system will be administered and managed by the school who will act as the Data Controller, in accordance with the principles and objectives expressed in the policy.

Access to the CCTV system and data shall be password protected.

The day-to-day management will be the responsibility of both the Head Teacher, IT Network Manager (System Manager) and Premises Manager.

The system and the data collected will only be available to the Data Controller, Head Teacher and the System Manager.

The CCTV system should be operated 24 hours each day, every day of the year. Though the school does not guarantee that it will be working during these hours.

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

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

The System Manager must satisfy themselves of the identity of any person wishing to view images or access the system and the legitimacy of the request. Where any doubt exists access will be refused.

Details of all visits and visitors will be recorded in the system log book including time/data of access and details of images viewed. Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

### **Complaints About The Use Of CCTV**

Any complaints in relation to the school's CCTV system should be addressed to the Head Teacher.

Review of this policy shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

### **Public Information**

Copies of this policy will be available to the public from the School Office.

Date agreed: March 2024

Date Reviewed: June 2027

Head Teacher: L Casey

Chair Of Governors: M Egelton