



# Closed Circuit TV Policy (CCTV)

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Prepared by: T Richardson

Review frequency: 2 yearly

Agreed: May 2018

Amended and agreed by Governors: July 2020

Review due: Summer 2022

# **BOWESFIELD PRIMARY SCHOOL**

## **CCTV Policy**

### **1. Definitions**

- "the school" – Bowesfield Primary School
- "Data Controller"- The school's Data Controller for CCTV
- "Site Manager"- The school's Site Manager.
- "CCTV Operators"- Employees of the school with the skills and permission to operate the CCTV and retrieve footage.

### **2. Introduction**

The purpose of this policy is to regulate the management, operation and use of the 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.

This Code follows Data Protection Act guidelines.

The CCTV system and data is owned by the school.

### **3. 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.

### **4. Statement of intent**

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.

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.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

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.

Cameras are focused on the school buildings, outside areas of the site and around entrances/exits. Materials or 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. Warning signs, as required under the Data Protection Act, have been placed at key points in the building.