



Holy Family Catholic Primary & Nursery School

CCTV Policy

'Hand in hand in God's loving family, we will dream and learn, growing into the best we can be.'

1. Introduction

- 1.1 Holy Family Catholic Primary school uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss of damage to school property.
- 1.2 The system comprises a number of fixed cameras.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.
- 1.5 The CCTV is monitored centrally from the school offices by the Administrative Assistant, Site Manager and Data Controlling Officer, Vanessa Edwards.
- 1.6 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

2. Statement of Intent

2.1 The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

2.2 CCTV warning signs are clearly and prominently placed at all external entrances to the school, including school gates.

2.3 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3. Sitting the Cameras

3.1 Cameras will be sited so they only capture images relevant to the purpose 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.

3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

3.3 CCTV will not be used in classrooms.

4. Storage and Retention of CCTV images

4.1 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.

4.2 All retained data will be stored securely.

5. Access to CCTV images

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

6. Subject Access Requests (SAR)

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

6.2 All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

6.3 The school will respond to requests within 40 calendar days of receiving the written request and fee.

6.4 A fee of £10 will be charged per request.

6.5 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

7. Access to and Disclosure of Images to Third Parties

7.1 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).

7.2 Requests should be made in writing to the Headteacher.

7.3 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.

8. Complaints

8.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

9. Further Information

Further information on CCTV and its use is available from the following:

- www.ico.gov.uk
- Regulation of investigatory Powers Act (RIPA) 2000
- Data Protection Act 2018

Produced by: Vanessa Edwards, Data Controlling Officer

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