

Brampton Primary School

CCTV

Date	Review Date	Written by	Reviewed by	Ratified
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Building Personal Success

Rights Respecting Schools
Article 3
In the best interests of the children

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1. 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 authorised desktops.

This code follows Data Protection Act guidelines.

The CCTV system and data is owned by the school.

2. 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

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 focussed on the school buildings, external areas of the premises and around entrances/exits. There are cameras inside the parents' room, library, lobby and Learning Resource Centre (LRC).

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to 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 outside the building.

4. 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.

5. 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.

If a staff member without authorisation is found to be accessing the equipment or footage, this may lead to disciplinary action being taken.

6. Subject access requests (SAR)

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

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.

The school will respond to requests within 28 calendar days of receiving the written request and fee.

A fee of £20 will be charged per request.

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

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 they would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Headteacher.

The data may be used within the school's disciplinary and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

8. Complaints

Complaints and enquiries about the operations 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:

- In the picture: A data protection Code of Practice for surveillance cameras and personal information 2015 (published by the Information Commissioner's Office)
- www.ico.org.uk
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998
- The Protection of Freedoms Act 2012