



# GP02– Closed Circuit Television (CCTV)



<b>Last Review Date</b>	November 2017	<b>Next Review Date</b>	November 2018
<b>Leader of Policy Review</b>	Headteacher		
<b>Associated Policies</b>	Anti-Bullying, Complaints		

This is a statement of the school's Closed Circuit Television (CCTV) Code of Practice and should be read in conjunction with 'Guidelines for the Use of CCTV by Educational Establishment in Flintshire – May 2010'. The purpose of the CCTV system is to contribute in providing a safe, secure environment for the benefit of students, staff, visitors and other users of the school site. Properly used, the system will deter, prevent and reduce the fear of anti-social behaviour, including bullying, and assist in deterring intruders.

The CCTV systems are the responsibility of the Headteacher, who will authorise trained staff to operate and maintain them. All persons assigned such responsibility will manage security data in accordance with data protection guidelines. Contracts will be held with external contractors for the maintenance and upgrading of the systems as appropriate. The systems in use store images on tape or hard disk. All systems use a date and time stamp for identification of the images.

CCTV equipment will be sited in such a way that it only monitors those spaces that are intended to be covered. These spaces are designated general use and include main entrances and corridors. It is not intended that cameras intrude upon the privacy of users of the buildings. The systems are designed to give coverage during the school day, but for security purposes may operate for as much as 24 hours, including during weekends and school holidays for security purposes. Signs are displayed throughout the building making all persons aware of the use of CCTV systems.

Access to recorded images will be restricted to authorised persons only. Images will only be viewable on a need-to-view basis and in an area secure from casual/accidental viewing by unauthorised persons.

Recordings will be retained securely for 28 days before the tape or hard disk space is erased. The Headteacher may authorise the permanent download of images when they are needed in connection with the investigation of incidents within school, eg. theft or bullying, or following the presence of intruders. The recordings will not be made more widely available.

Disclosure of any images to third parties will only be made in limited and prescribed circumstances; to law enforcement agencies, where the images recorded would assist in a specific enquiry of a criminal nature; or highways authorities in respect of traffic management matters on the campus. If such access is granted, this will be documented to include date/time, identity of third party, reason for disclosure and any associated crime incident number. The third person will sign to acknowledge receipt and return.

Any data subjects can request access to images under the Data Protection Act 1998 (Subject Access). In coming to a judgement regarding such access the Headteacher will take into account

- a) whether the camera is covered by the Act, for example can its movement be controlled
- b) whether the person is the focus of the image, for example, have they been singled out and their movements followed

Provided that the Headteacher deems such access reasonable, this will be granted subject to the approval of any featured third parties. If the request is denied then such persons will be provided with a copy of this policy and of the Complaints procedure, which outlines how they may pursue a complaint regarding a judgement made by the Headteacher.

## **THE SYSTEMS**

Upgrades in Summer 2013 mean all systems now have remote access and cover the following areas:

Main Office: Exterior and interior cameras for the general areas of the Lloyd Parry Building, Central Block, Tower Block, Link and School Shop

Cover Office: Exterior and interior cameras for the Daniel Owen Building, including examination venues

Sports Centre (System shared with Sports Centre): Exterior and interior cameras for the Sports Centre

Sixth Form: Interior cameras for the general and entrance areas