



**BRIZE NORTON PRIMARY SCHOOL**  
**Policy on CCTV**



The policy will be reviewed every three years.

<b>Review Date Planned</b>	<b>Review Date</b>	<b>Date adopted by Governing Body</b>
		19th March 2018
	27th September 2018	27th September 2018

### **Introduction**

Brize Norton Primary School may choose to use closed circuit television (CCTV) images to reduce violence towards children and staff and to monitor the buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage of school property.

The school system consists of a single camera which records to a memory card. This is owned and operated by the school, the deployment of which is determined by the headteacher.

The school's CCTV scheme must be registered with the Information Commissioner under the terms of the Data Protection Act 1998 before operation. The use of CCTV and the associated images and any sound recordings is covered by the Data Protection Act 1998.

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 employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

### **Statement of Intent**

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:

[http://www.ico.gov.uk/~media/documents/library/Data\\_Protection/Detailed\\_specialist\\_guides/ICO\\_CCTVFINAL\\_2301.ashx](http://www.ico.gov.uk/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.ashx)

In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The planning and design has endeavoured to ensure that the Scheme 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.

### **Siting the Cameras**

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

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

CCTV will be used in areas within school that have been identified by staff as needing monitoring.

Members of staff should have access to details of where CCTV cameras are situated. We will not use covert monitoring.

### **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.

### **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.

### **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 40 calendar days of receiving the written request and fee. A fee of £10 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.

### **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 these 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 discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.