

The Oval School



CCTV Policy

Date Ratified: July 2018

Signed by: *C.C. Hayes*
On behalf of School Governors

Signed by: *[Signature]*
Headteacher

Review Date: July 2019

Introduction

A Closed-Circuit Television (CCTV) system is installed in The Oval School. Its operation will be reviewed regularly in consultation with the Governing Body.

Purpose of policy

"The purpose of this policy is to regulate the use of CCTV and its associated technology in the monitoring of both the internal and external environments of the premises under the remit of Organisation Name." CCTV systems are installed for the sole purpose of enhancing security of the building and its associated equipment and for the prevention and detection of crime. This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the GDPR act of 2018, and other related legislation.

Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. Information obtained through the CCTV system may only be released when authorised by the Headteacher following consultation with the Chair of Governors. If a law enforcement authority is seeking a recording for a specific investigation, a form must be used.

CCTV systems will not be used to monitor normal teacher/student classroom activity in school and do not cover the inside of the school buildings.

Location of cameras

There are cameras located around the outside area of the school. They are HD quality and the hard drive is kept in a locked room. Only named people have the password to access the system. The cameras have no sound facility and appropriate signage is in place. The location of the cameras are reviewed at least annually to ensure they are still needed. They are currently placed in the following locations:

- *Entrance Lobby*
- *Entrance Reception Area*
- *Meeting Room*
- *Rear Carpark x 2*
- *Front of school x 2*
- *Nursery playground*
- *Year 6 exit to playground*

Signage

CCTV signage is located at all school site entry points, school entrances and where cameras are located.

Storage & retention

Data is kept for 30 days unless there is an incident such as a break-in or theft and those particular images/recordings are retained specifically in the context of an investigation/prosecution of that issue.

The CCTV hard-drive/server is secured, and stored in a secure location (i.e., the server room) and access is restricted to approved personnel only.

Access requests:

On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may only be released where they can be *redacted/anonymised so that the other person is not identified or identifiable. To exercise their right of access, a subject request must make an application in writing to the school who must respond within twenty working days.

A person should provide all the necessary information to assist the school in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over by the school.

In giving a person a copy of their data, the school may provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

Security companies

The school CCTV system is controlled by the school.

Role of governors


Governors determine, support, monitor and review the school policies. They support the use of appropriate teaching strategies by allocating resources effectively. They ensure that the building and equipment are safe. They monitor pupil attainment across the school and ensure that staff development and performance management promote good quality teaching.

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all/specified members of staff on the School and Trust websites and is published [date].

This procedure was approved by the Chief Executive Officer (CEO) or Trust Chair and is issued on a version-controlled basis under his signature.

Name	Signature	Date
Richard Martin		1/5/2018

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Richard Martin	1/5/2018