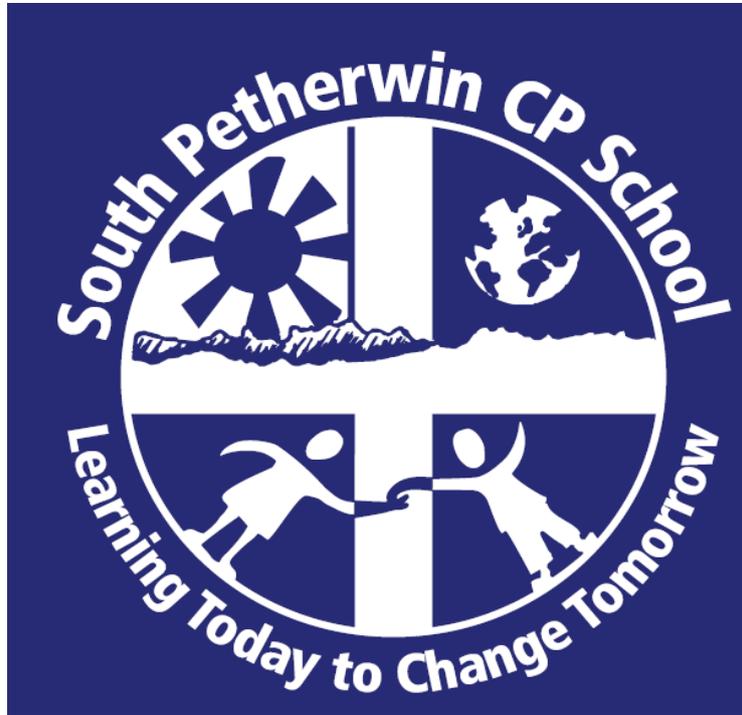


South Petherwin CP School



CCTV Policy

1. Introduction

South Petherwin 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 or damage to school property.

2. Location

The system comprises of eight cameras which are located around the **outside area** of the school. They are currently placed in the following locations:

- Entrance to School
- Car Park
- Path across the front of the School
- Playground
- Field towards the bandstand
- Football Field
- Trim Trail
- Side of the school

The location of the cameras will be reviewed annually to ensure they are appropriately sited. The cameras are to monitor the outside of the school and there is no intention to monitor the inside of the school, including classrooms and cloakrooms.

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 2018 and GDPR.

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.

3. Use of CCTV

The CCTV system is owned and operated by the school, the deployment of which is determined by the Headteacher and Board of Governors. The CCTV is monitored centrally from the school offices by the School Secretary and remotely (via a password protected app) by the Headteacher and Secretary.

The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and General Data Protection Regulation (GDPR). The use of CCTV, and the associated images and any sound recordings is covered by the Data Protection Act 2018. This policy outlines the school's use of CCTV and how it complies with the Act.

4. Statement of Intent

The school complies with the 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/about-the-ico/ico-and-stakeholder-consultations/cctv-code-of-practice-revised/>

The CCTV system is overt, not covert, and CCTV warning signs are clearly and prominently placed at external entrances to the school.

5. Storage and Retention of CCTV images

Recorded data will be kept for 28 days. 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.

6. Access to CCTV images

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

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.

7. Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 2018.

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 14 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.