

## CCTV Use Policy

<b>This policy is to be used across all of DEMAT where CCTV is installed</b>	Version	Date
DEMAT Officer responsible for updating content – DPO	1	2 <sup>nd</sup> May 2018
Date approved by DEMAT Standards & Ethos Committee	1	
Effective date as determined by DEMAT	1	25 <sup>th</sup> May 2018
Policy to be reviewed annually from date last approved by DEMAT Standards & Ethos Committee	1	Annually

## CCTV Use Policy

The CCTV system and the images produced by it are controlled by the school and the school is responsible for how the system is used. The trust ensures the notifying of the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

The school and LGB have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of its pupils, employees, volunteers and visitors. It will not be used for other purposes.

The problems that need addressing have been clearly defined and installing cameras is the best solution. A record of this is attached.

We conduct an annual review of our use of CCTV.

The headteacher is responsible for the operation of the system but may delegate the day to day running of it to a designated person.

A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.

Cameras have been sited so that they provide clear images. Cameras have been positioned to avoid capturing the images of persons not visiting the premises.

There are visible signs showing that CCTV is in operation and contact details for the person responsible for the system.

Images from the CCTV system are securely stored, where only a limited number of authorised persons have access to them, these are the headteacher, chair of governors and the Trust Data Protection Officer.

The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated. Except for law enforcement bodies, images will not be provided to third parties.

The potential impact on individuals' privacy has been identified and taken into account in the use of the system. The organisation knows how to respond to individuals making requests for copies of their own images and will contact the Trust Data Protection Officer who will see advice from the Information Commissioner as soon as such a request is made should further guidance be required.

Regular checks are carried out to ensure that the system is working properly and produces high quality images.

The person with day to day delegated duties will ensure that the checklist below is carried out monthly and a record kept adhering to the Retention of documents policy, with a copy being emailed to the DPO at the trust.

This policy has been produced using guidance from the ICO, full details can be found via:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

Monthly CCTV checklist

**Date of check:**

**Name of person:**

**Signature:**

**Date forwarded to DPO at Trust:**

	Enter Yes or No	Other information
There are visible signs showing that CCTV is in operation and contact details for the person responsible for the system.		
The system is working properly and images are clear.		
Cameras are not capturing images of persons not visiting the premises.		
Images from the CCTV system are securely stored, limited authorised persons have access to them.		
Recorded images have been deleted since last month as no incidents reported.		
Have any Incidents been reported to the DPO during the last month		
Recorded images have been passed to law enforcement bodies since last month.		
No images have been given to any third party (other than law enforcement bodies since last month)		
Are there are any changes to the CCTV system since last month, if so update the DPO at the Trust (to enable the ICO to be informed)		
Other information outside of the above to be notified to DPO		

**Reasons identified for requiring CCTV at:**

(Insert name of school and full address)

1)

2)

3)

4)

(There is no set number of reasons, please add or delete as required)

Number of cameras at school:

Are monthly checks carried out and upto date with supporting documentation: Yes or No

If no, reasons:

The reasons above adhere to the ICO CCTV Code of Practice which can be found via:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

Other policies that will be referred to are:

- Retention Guidance
- Data Protection Policy

A copy of this document to be sent to the DPO at the trust in November via [DPO@DEMAT.org.uk](mailto:DPO@DEMAT.org.uk).