



## CCTV Policy

---

Date of policy:	November 2017
Date last review adopted by governing body:	November 2017
Frequency of review:	3 yearly or earlier if required

---

### 1. Introduction

Closed Circuit Television Systems (CCTVS) are installed in Writtle Infant School. Their operation will be reviewed regularly in consultation with the Governing Body.

### 2. Purpose of policy

“The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of both the internal and external environs of the premises under the remit of Writtle Infant School.” 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.

### 3. 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.**

### 4. 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:

- Front of school
- Corner of Turtles outside area
- Foundation Stage garden
- Upper playground
- Lower playground
- Car Park
- Ducklings Garden
- Middle Playground

## 5. 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.

**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.

## 6. Security companies

The school CCTV system is controlled by a security company (Panther) contracted by the school. The following applies:

The school has **a written contract with the security company in place** which details the areas to be monitored, how long data is to be stored, what the security company may do with the data, what security standards should be in place and what verification procedures apply. The written contract also states that the security company will give the school all reasonable assistance to deal with any subject access request. (generally 20 days).

## 7. Equality statement

*“The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.”*

## 8. 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.

## **9. Our school values**

Following input from all stakeholders, the school has decided on these five core values which underpin everything we do as a school.

- Honesty
- Independence
- Politeness
- Inclusivity
- Perseverance