



# **Wansdyke School**

## **CCTV Policy**

**Date agreed: 27<sup>th</sup> November 2019**  
**Review Date: November 2020**

---

At Wansdyke School, we take our responsibility towards the safety of staff and pupils very seriously. To that end, we use Closed Circuit Television (CCTV) cameras to monitor the members of our school in a very specific way.

The law states that we can use a CCTV system to monitor our premises, providing our system complies with the Data Protection Act 1998 and GDPR

The purpose of this policy is to manage and regulate the use of the CCTV system at the school and ensure that:

- We comply with current Data Protection Act and GDPR legislation.
- The images that are captured are useable for the purposes we require them for.
- We reassure those persons whose images are being captured, that the images are being handled in accordance with data protection legislation.

This policy covers the use of CCTV and other systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- Observing what an individual is doing.
- Taking action to prevent a crime.
- Using images of individuals that could affect their privacy.

The system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel only.

The school will ensure that the CCTV system is used to create a safer environment for staff, students and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in the Data Protection Act 1998. The policy is available from the school's website.

The system will:

- Only be used for the purpose specified, which is in pursuit of a legitimate aim.
- Be designed to take into account its effect on individuals and their privacy and personal data.
- Be transparent and include a contact point through which people can access information and submit complaints.
- Have clear responsibility and accountability procedures for images and information collected, held and used.
- Have defined policies and procedures in place which are communicated throughout the school.
- Only keep images and information for as long as required.
- Restrict access to retained images and information with clear rules on who can gain access
- Consider all operational, technical and competency standards, relevant to a system and its purpose, and work to meet and maintain those standards in accordance with the law.
- Be subject to stringent security measures to safeguard against unauthorised access.
- Be regularly reviewed and audited to ensure that policies and standards are maintained.

- Only be used for the purposes for which it is intended, including supporting public safety, protection of pupils and staff, and law enforcement.
- Be accurate and well maintained to ensure information is up-to-date.

Requests for access will be handled in accordance with our Data Protection Policy.

Hardware containing images belong to and remain the property of the school.

Requests by persons outside the school for viewing or copying disks, or obtaining digital recordings, will be assessed by the headteacher on a case-by-case basis with close regard to data protection and freedom of information legislation.

It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.

Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:

- The police – where the images recorded would assist in a specific criminal inquiry
- Prosecution agencies – such as the Crown Prosecution Service (CPS)
- Relevant legal representatives – such as lawyers and barristers
- Persons who have been recorded and whose images have been retained where disclosure is required by virtue of the Data Protection Act 1998 and the Freedom of Information Act 2000

Requests for access or disclosure will be recorded and the headteacher will make the final decision as to whether recorded images may be released to persons other than the police.

The headteacher will be responsible for reviewing this policy annually.

Signed:  Chair of Governors