



Policy:

CCTV POLICY

This policy was last reviewed on: 27/01/2020

To be reviewed subsequently on: JANUARY 2022

Signature..... *U McEae* ..... (Chair of Governors)

Print name..... *Ue McEae* ..... Date: *27/01/20* .....

Signature..... *S Phillips* ..... (Head teachers)

Print name..... *S Phillips* ..... Date: *28/01/2020* .....



## CCTV Policy

The purpose of this policy is to regulate the administration and procedure for the Closed Circuit Television System (the **System**) at Hopping Hill Primary School (the **School**), and to provide a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the System.

The System is managed by the School, acting as the Data Controller. This policy will be subject to review and should be read with reference to the School's Data Protection Policy and Privacy Notices. For further guidance, please review the Information Commissioner's CCTV Code of Practice ([accessible here](#)).

There are four cameras, all fixed and in plain sight in the main entrance. CCTV is not used for covert monitoring or observing private property outside the School grounds.

The purposes of using CCTV on the school site are set out below and, having fully considered the privacy rights of individuals, are determined by the School to be legitimate interests. Any data captured will not be used for commercial purposes.

### **Objectives of the System**

To protect pupils, staff, volunteers, visitors and members of the public.

To protect the School buildings and equipment, and personal property of pupils, staff, volunteers, visitors and members of the public.

To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.

To monitor the security and integrity of the School site and deliveries and arrivals, including car parking.

To monitor pupils, parents, staff, volunteer & visitor interactions.

### **Positioning**

Positions have been selected to address the specified objectives.

Signage is in place to make individuals aware that they are entering the monitored area.

No images of public spaces will be captured except to a limited extent at site entrances.

### **Maintenance**

The CCTV System will be continually operational and maintained as required.

### **Supervision of the System**

Images will be monitored securely to minimise unauthorised access.

### **Storage of Data**

The day-to-day administration of images will be the responsibility of the office staff, or such suitable person as the Headteacher shall appoint as required.

Images will be stored for a maximum of 4 weeks, unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.

Where such data is retained, it will be retained in accordance with the Act and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.

### **Access to Images**

Access to stored CCTV images will only be given to authorised persons under the supervision of the Headteacher or following any lawful reason to grant such access.

Individuals have the right to access personal data the School holds on them (please see the School's Privacy Notice and Data Protection Policy), including retained information held on the System. Individuals will be required to provide specific details including time, date and camera location before it can properly respond to any such requests. This is subject to certain exemptions, including in some circumstances where others are identifiable.

The Headteacher must satisfy themselves of the identity of any individual wishing to view stored images or access the system and the legitimacy of any request. The following are examples when access to CCTV images may be authorised:

Where required to do so by the Head, the Police or some relevant statutory authority;

To make a report regarding suspected criminal behaviour;

To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;

To assist the School in establishing facts in cases of unacceptable behaviour;

To data subjects (or their legal representatives) pursuant to an access request under the Act;

To the School's insurance company where required in order to pursue a claim for damage done to insured property; or

In any other circumstances required under law or regulation.

Where images are disclosed a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

Where images are provided to third parties, wherever practicable steps will be taken to obscure images of non-relevant individuals.

#### ***Other CCTV systems***

The School does not own or manage third party CCTV systems, but may be provided by third parties with images of incidents where this is in line with the objectives of the School's own CCTV policy and/or its School Rules.

#### ***Complaints and queries***

Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to Mrs Samantha Phillips, Headteacher, Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT

For any other queries concerning the use of your personal data by the School, please see the School's Privacy Notice.