



CCTV Policy 2024 -2025

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INTRODUCTION

This CCTV (Closed Circuit Television) policy has been established to ensure that good practice is adopted in relation to the use of CCTV and to ensure that all statutory data protection requirements are met.

PURPOSE OF CCTV USAGE

The purpose of having CCTV in operation is to support school to provide a safe, secure environment for staff, students, and visitors to the school. CCTV assists in the prevention, investigation and detection of intended damage, criminal activity and anti-social behaviour on school premises. It may support the apprehension and prosecution of offenders.

GENERAL CONSIDERATIONS FOR THE SYSTEM

The system complies with the code of practice issued by the 'Information Commissioner' (Appendix

1- Code of Practice). This outlines the responsibilities of those installing and using a CCTV system to ensure compliance with the Data Protection Act 1998, Human Rights Act 1988 and the Freedom of Information Act 2000. This legislation is in place to respect the privacy of individuals and to protect individuals through a non-invasive mechanism.

SPECIFICATIONS OF THE SYSTEM

The system installed is a NVR 4.0 system. There are 38 internal cameras and 8 external cameras.

SERVICE AND MAINTENANCE OF THE SYSTEM

Equans (the Facilities Management) are responsible for ensuring that the CCTV system including cameras are in operation at all times and are the initial contact point through their Helpdesk when faults are discovered with the system. The system is serviced through MBM Ltd. The service agreement includes annual visits that check all connections, recordings, database integrity, and the interface with the BMS (Building Management System). Equans are responsible for checking camera focus and alignment, cleaning the lenses and housings and any reactive maintenance required.

OPERATIONAL USE OF THE SYSTEM

The Data Controller for the CCTV system is the Head teacher, School Business Manager and Network Manager. Information is forwarded to the Information Commissioner with regard to the use of the system and the license is renewed annually, registration number *****. The cameras are sited at various points on the site and signage is displayed throughout the school clearly stating that CCTV is in operation. The CCTV system has also been registered with Lancashire Constabulary.

Access to the CCTV system is restricted to Head teacher, Deputy Head teacher and School Business Manager by password. The main CCTV monitor and hard drive is secured in the server room.

The images are stored on the system hard drive for 30 days. Images can be stored separately for the purpose of police investigations and will be released upon written request to the Head teacher. The request should specify the date and time of the image and the rank of the requesting officer.

Disclosure of images for any other purpose must be agreed by the head teacher or deputy head only if this would assist the investigation into an incidence of damage, bullying or anti-social behaviour.

SUBJECT ACCESS REQUESTS

Individuals whose images are recorded have a right to view the images of themselves and be provided with a copy of these images. This must be provided within 40 calendar days of receiving the request. A charge of £12 will be made for this. Individuals must make representation in writing to the Head teacher giving full details of what information is required and for what purpose. Full details of how to deal with Subject Access Requests is available from the Information below.

If the footage includes other individuals, permissions may need to be obtained to share said footage.

Commissioner's website – www.ico.gov.uk

Details of all formal disclosures are to be held by the head teacher or deputy head