

# Milton Primary Academy

## CCTV Policy 2021-22



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<b>Approved by:</b>	Adam Mitton	<b>Date adopted:</b>	13.11.2018
<b>Last reviewed on:</b>	01.03.2021		
<b>Next review due by:</b>	01.03.2022		

### 1. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Milton Primary Academy. The system comprises a number of static mini domed cameras located around the academy site. All cameras can be monitored from the Main Reception.

This Code follows Data Protection Act guidelines and the requirements of the GDPR have been considered.

The CCTV system and data is owned and controlled by Milton Primary Academy with the individual responsible: Fran Johnson.

### 2. Objectives of the CCTV system

The policy is part of the academy's Health & Safety arrangements. It is designed to:

- protect the academy buildings and assets of the academy.
- increase personal safety and reduce the fear of crime.
- support the Police in a bid to deter and detect crime.
- assist in managing the academy.

### 3. Statement of intent

The CCTV processing system is registered with the ICO and seeks to comply with the requirements both of the Data Protection Act, GDPR and the Commissioner's Code of Practice.

The academy will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor activities within the academy and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the academy and its staff, students and visitors. The academy has considered the potential impact on individual's privacy.

Cameras are located in 9 positions around the site covering:

- 1) the front vehicle and pedestrian gates
- 2) main staff car park
- 3) KS1 entrance
- 4) KS1 playground
- 5) Early Years main entrance (front playground)
- 6) KS2 entrance
- 7) Annex Quadrangle
- 8) Garage and side entrance to EYFS
- 9) Canteen entrance (mounted on the building) overlooking playing field)

They are situated to avoid capturing images of individuals not entering the premises.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD/by email (or other appropriate media) will only be used for the investigation of a specific crime or incident / law enforcement. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.

Yellow warning signs, as required under the Data Protection Act, have been placed at key points on site.

#### **4. The System & Data Retention**

The system comprises 9 x 4 mega pixel bullet cameras with 30-50m Infra Red with a hard drive capacity of 8TB which holds data for approximately 30 days and the data is then wiped. All cameras are monitored from the main reception on a flat screen which is on throughout the school day (and power saver at night). The main office is fobbed so that members of the public cannot enter the office and view the screens. The screens are visible from one third of the reception foyer. There is a roller blind which can be drawn to stop this. Access to the system and its data is by a password protected icon on the individual responsible for the system's desktop PC. Only the SBO, office staff and Senior Leaders may view the recorded footage in accordance with the objectives of the CCTV system.

The Site Supervisor has a CCTV icon on their mobile phone which is password protected. Each review of footage is logged with the individual responsible for the system and is always in accordance with the objectives of the CCTV system.

The data is owned by the academy. The SBO is responsible for keeping records secure and allowing access to the records. Access will only be provided for the purposes stated in the yellow signs displayed on the premises "public safety, crime prevention, detection and prosecution of offenders" and any access will be logged in the Data Asset Audit document.

#### **5. Rights of Access**

Individuals have the right to access their personal data and supplementary information. Requests for data should be made in writing to the Head of School. The request will be handled in accordance with the Data Protection Policy and Freedom of Information Policy and please note the following restrictions relating to criminal investigations.

<https://www.gov.uk/request-cctv-footage-of-yourself>

#### **6. Monitoring and Review**

This policy will be reviewed annually and/or in light of any statutory or advisory changes.

