



## CCTV Policy

<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 Greenways Primary Academy.

Greenways Primary Academy understands that recording images of identifiable individuals constitutes processing personal information. 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 Greenways Primary Academy with the individual responsible being the School Business Officer (SBO): Claire Potter.

### 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 lawful basis for processing data from CCTV cameras is public task.

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 adjacent to the academy 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 and cameras are located so as not to intrude on neighbouring residential dwellings.

Cameras are located at the front of the building, front vehicle and pedestrian gates, playgrounds and at the rear of the school / staff car park.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD or sent by email (or other appropriate media) will only be used for the investigation of a specific crime or incident / law enforcement and will be password protected.

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.

Pupils, staff and visitors are notified of the purposes for collecting CCTV images by yellow warning signs, as required under the Data Protection Act, which have been placed at key points on site and which meet the objectives of the CCTV system.

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

The system comprises 6 static domed cameras (vandal domes with night vision technology and auto focus/zoom), located around the academy site, with a hard drive capacity of 4TB and which holds data for approximately 23 days and the data is then wiped. All cameras are monitored from the Main Reception throughout the day. The main office is fobbed so members of the public cannot see the live screens. Access to the system is by remote control which is kept in the office. Only the SBO, office staff and Senior Leaders may view the recorded footage 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 be provided only for the purposes stated in the yellow warning signs "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: Jemma Garside. The request will be handled in accordance with 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 as required and/or in light of any statutory or advisory changes.