

OXFORD GARDENS PRIMARY SCHOOL

CCTV policy



1. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school. The system comprises a number of static cameras located around the school site. All cameras can be monitored from the Site Office.

This code follows Data Protection Act Guidelines.

The CCTV system and data is owned by the school.

2. Objectives of the CCTV system

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

3. Statement of intent

The CCTV system will be registered with the information commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and Commissioner's Code of Practice.

The school will treat the system and all information, documents and recording 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 school 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 school and its staff, students and visitors.

Cameras are focussed on the school buildings and around entrances/exits.

Materials of knowledge secured as a result of the CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident. Release to the media would only be

allowed with written authority of the police if this was required by the as part of a police investigation.

Warning signs, as required under the Data Protection Act, have been placed at key points in the building.

This policy is reviewed annually by the Pastoral Deputy Head and Office Manager, in consultation with the Head Teacher.

Review Date: July 2021

Next Review Date: July 2022

Appendix A – CCTV Checklist

This CCTV system and the images produced by it are controlled by **Stephen Hughes** who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

Oxford Gardens Primary School has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (date)	Checked by	Next Review
Notification has been submitted to the Information Commissioner and the next renewal date recorded			July 2022
There is a named individual who is responsible for the operation of the system.		Stephen Hughes	
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	Yes		
Staff and members of the school community will be consulted about the proposal to install CCTV equipment.	Yes		
Cameras have been sited so that they provide clear images.	Yes		
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	Yes		
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	Yes		
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	Yes		
Except for law enforcement bodies, images will not be provided to third parties.	Yes		
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.	Yes		
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	Yes		