

<b>CCTV Policy</b>
<b>Nursling C of E Primary School</b>
<b>Date of Issue: April 2021</b>
<b>Review date: April 2024</b>



## **Introduction**

The purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Nursling Church of England Primary School.

A set of 8 external CCTV cameras and a Cognito Recorder have been installed on the premises for the purpose of enhancing the security of the building and its contents as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation during both daylight and night hours each day.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

## **Purpose**

CCTV surveillance at the school is intended for the following purposes:

- To help protect pupils, staff and visitors against harm
- To increase a sense of personal safety and reduce fear of crime
- To protect the school buildings and assets
- To support the police in preventing and detecting crime
- To assist in identifying, apprehending and prosecuting offenders
- To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence
- To assist in managing the school

## **System Management**

Access to the CCTV system and data is password protected.

The CCTV system will be administered and managed by the Headteacher, Mrs Jerrad, who will act as system manager and take responsibility for restricting access.

In the absence of the Headteacher, the system will be managed by her replacement, the school Caretaker, Mr Goddard.

The system and the data collected will only be available to the systems manager, her replacement and appropriate members of the senior leadership team as determined by the Headteacher.

The CCTV system will be in operation 24 hours each day, every day of the year, though the school does not guarantee that it will always be working during these hours.

The system manager and her replacement will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.

## Location of Cameras

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed, as described above, and care will be taken to ensure that the reasonable privacy expectations are not violated.

Although some cameras are focussed on known entry points to the site, every effort has been made to position the cameras so that their coverage is restricted to the school premises.

	Location	Sound	Recording Capacity	Swivel / Fixed
1	Staff entrance into building	No	Yes	Fixed
2	Cyril's Den doors and car park pedestrian gate	No	Yes	Fixed
3	Staff Car Park	No	Yes	Fixed
4	Playground facing towards entrance gate	No	Yes	Fixed
5	Playground facing towards school building main entrance	No	Yes	Fixed
6	EYFS outdoor space facing towards the boat	No	Yes	Fixed
7	EYFS outdoor space with facing towards the field	No	Yes	Fixed
8	EYFS outdoor space and classroom door	No	Yes	Fixed

Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.

## Access to CCTV Images

Access to recorded images will be restricted to the staff authorised to view them and will not be made widely available. Supervising the access and maintenance of the CCTV System is the responsibility of the Headteacher.

The Headteacher may delegate the administration of the CCTV System to another member of staff. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

## Subject Access Requests (SAR)

Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR. All requests should be made in writing for the attention of the Data Protection Officer who can be contacted by email: [adminoffice@nursling.hants.sch.uk](mailto:adminoffice@nursling.hants.sch.uk)

Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified including date, time and location.

The school will respond to requests within 30 days of receiving the request but if a request is received outside of the school term, this may not be possible.

The school does not have a facility to provide copies of CCTV footage but instead, the applicant may be invited in to view the CCTV footage if available.

Where a person requests access to the CCTV data or system, the system manager must be satisfied of the identity and legitimacy of purpose of the person making such request. Where any doubt exists, access will be refused.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

### **Access and disclosure of images to third parties**

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Images will only be released to the media for use in the investigation of a specific crime with the written authority of the Police.

Images will never be released to the media for purposes of entertainment.

Should images be required as evidence, a copy may be released to the police. Images will only be released to the police on the clear understanding that the download media remains the property of the school and the downloaded media are to be treated in accordance with Data Protection Legislation. The school also retains the right to refuse permission for the police to pass the downloaded media to any other person.

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. In the absence of compelling a need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 30 days.

### **Complaints**

Any complaints in relation to the school's CCTV should be addressed to the Headteacher.

### **Public Information**

A copy of this policy will be on the school website and available in paper form on request to the school office. Copies of the Privacy Notice and Data Protection Policy are also available for further information.