



WILSON PRIMARY SCHOOL

CCTV Policy

March 2017
Review date March 2019

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 at the entrances of the North Building. All cameras can be monitored from the Main Reception.

This code follows Data Protection Act guidelines.

The CCTV system and data is owned by the school.

2. Objectives of the CCTV system

- To assist in managing the security of the school.
- To protect the school building, assets and personal safety of staff and children.
- To support the Police in the unlikely event of any criminal investigation relating to Wilson Primary 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 comply with the requirements both of the Data Protection Act and Commissioners Code of Practice.

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

The cameras are focussed on the entrances/exits of the school.

Cameras are primarily used to monitor/identify visitors at unmanned entrances (e.g. Kitchen delivery entrance).

Cameras are not continuously monitored, however they do record images should they need to be reviewed in the event of an incident.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose.

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

4. Storage and Retention of CCTV images

Recorded data will not be retained for longer than 30 calendar days. Whilst retained, the integrity of the recordings will be maintained.

5. Access to CCTV images

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

6. Subject Access Requests

Individuals have the right to request access to the CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Headteacher, and requests should be specific to enable footage relating to them to be identified.

The school will respond to requests within 30 calendar days of receiving the written request and fee.

A fee of £10 charged per request.

The school reserves the right to refuse access to CCTV footage.

7. Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the police and service providers to the school where these would reasonably need access to the data (e.g. investigators)

Date Policy Reviewed

Policy Approved Chair of
Governors

Next Review date