



BREWSTER AVENUE INFANT AND NURSERY SCHOOL

CCTV POLICY

This policy was ratified by the Full Governing Body on: 5th June 2019

Date for review (this policy will be reviewed every three years): Summer 2022

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Brewster Avenue Infant and Nursery School. It also serves as a notice and a guide to data subjects (including pupils, parents, employees, volunteers, governors, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system.

The System is administered and managed by the School, who act as the Data Controller. This policy will be subject to review from time to time, and should be read with reference to the School's Data Protection Policy. For further guidance, please review the Information Commissioner's CCTV Code of Practice (accessible here [link](#)).

The CCTV cameras are in plain sight on the School driveway and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds.

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

Objectives of the System

- To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- To support the management of safeguarding on school grounds.
- To protect the school buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.
- To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders or vehicles.
- To provide evidence of damage or loss to the School's insurance company.
- To monitor the security and integrity of the School site and deliveries and arrivals.

Positioning

- Cameras are located on the school driveway and the School reasonably believes monitoring is required to address the stated objectives.

Maintenance

- The CCTV System will be operational 24 hours a day, every day of the year.
- The Office Manager will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.
- The System will be checked and (to the extent necessary) serviced annually.

Supervision of the System

- Employees authorised by the School to conduct routine supervision of the System may include Caretakers, IT technicians, administration staff and senior leaders.
- Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

Storage of Data

- The day-to-day management of images will be the responsibility of the Office Manager.
- Images will be stored for 4 weeks and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
- Where such data is retained, it will be retained in accordance with the Act and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded will be recorded in the system log book.

Access to Images

- Access to stored CCTV images will only be given to authorised persons, under the supervision of the Office Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).
- Individuals also have the right to access personal data the School holds on them (please see the Data Protection Policy), including information held on the System, if it has been kept. The School will require specific details including at least the time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.
- The Office Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request.
- The following are examples when the Headteacher may authorise access to CCTV images:
 - At the request of the Police or another relevant statutory authority;
 - To make a report regarding suspected criminal behaviour;
 - To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
 - To data subjects (or their legal representatives) pursuant to an access request under the Act;
 - To the School's insurance company where required in order to pursue a claim for loss or damage to insured property; or
 - In any other circumstances required under law or regulation.
- Where images are disclosed as detailed above a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).
- Where images are provided to third parties under the above rights, wherever practicable steps will be taken to obscure images of non-relevant individuals.

Complaints and queries

If you have any further questions about the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to the Headteacher.

CCTV FOOTAGE ACCESS REQUEST

The following information is required before the school can provide copies of or access to CCTV footage from which a person believes they may be identified.

Please note that CCTV footage may contain the information of others that needs to be protected, and that the school typically deletes CCTV recordings after a four-week period.

Name and address: (proof of ID may be required)	
Description of footage (including a description of yourself, clothing, activity etc.)	
Date of footage sought	
Approximate time (give a range if necessary)	

Signature*

Print Name.....

Date

** NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.*