

Belthorn Academy Primary School



CCTV

Policy

January 2019

Review Date January 2021

Belthorn Academy Primary School
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Headteacher: Mrs H Rowan

Chair of Governors: Mrs Yvonne Brown


16/11/19

1. Definitions

“the school” – Belthorn Academy Primary School

“Data Controller” – The school’s Data Controller for CCTV is Mrs H Rowan

“Site Manager” – The school’s Site Manager

“CCTV Operator” – The Senior Leadership Team

“Data Protection Officer” is Mr J Slack

2. 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 by Senior Leadership Team.

This Code follows General Data Protection Regulations (GDPR)

The CCTV system and data is owned by the school.

3. Objectives of the CCTV system

To protect the school buildings and assets of the school

To increase personal safety and reduce the fear of crime.

To support the Police in a bid to deter and detect crime.

To assist in managing the school.

4. Statement of Intent

The CCTV system will be registered with the Information Commissioner under the terms of GDPR 2018 and will seek to comply with the requirements both of the GDPR and Commissioner’s 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 GDPR.

The system installed is compliant with the GDPR, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor activities within the school and its car park 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 focused on the school buildings and around entrances/exits.

Materials of knowledge secured as a result of 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 the written authority of the police if this was required by them as part of a police investigation.

Warning signs as required under the GDPR have been placed at key points around the building.