

CCTV POLICY



2024 - 2025

CCTV Policy Ysgol Gynradd Groes-wen Primary School

Rights of the Child:

Article 3

Everyone who works with children should always do what is best for each child.

Article 16

Your right to have privacy.

Article 19

You should not be harmed and should be looked after and kept safe.

1.0 Introduction

1.1 The purpose of this policy is to regulate the management and use of the Closed

Circuit Television (CCTV) system at Ysgol Gynradd Groes-wen Primary School

1.2 This policy should be read in conjunction with the School's Data Protection Policy. It will seek to comply with the Information Commissioner's Office (ICO) Code of Practice and Data Protection Act legislation 2018:-

2.0 Objectives of the CCTV

2.1 The CCTV System will be used to:-

☒ Help maintain an environment for pupils, staff and others, which supports their

personal safety;

☒ Deter against crime – to persons, school buildings and property

☒ Assist in the identification and prosecution of persons having committed an offence

2.2 The CCTV System will not be used for any covert surveillance.

3.0 Administration

3.1 The Headteacher on behalf of the school as Data Controller has responsibility for the control of images and deciding how the CCTV system is used.

3.2 All operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.

3.3 All operators are trained in their responsibilities in line with the Code of Practice and a training log will be maintained by the Headteacher as Data Controller.

3.4 Access to recorded images is restricted to staff that need to have access in order to achieve the purpose of using the equipment.

3.5 All access to the medium on which the images are recorded is documented (Appendix 1).

3.7 All employees are aware of the restrictions in relation to access to, and disclosure of,

recorded images.

4.0 Location of CCTV Equipment

4.1 Several cameras are located in the school grounds or attached to the school building to protect the school building and grounds. The exact location of these cameras will be shared with appropriate parties on request but is not published for reasons of security

4.2 Cameras that are adjustable by the operators will not be adjusted or manipulated so as to overlook spaces which are not intended to be covered by the scheme. Filming outside the school boundaries will not occur.

4.3 In areas where CCTV is used the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The signs will:

Be clearly visible and readable

The purpose for using CCTV

Be an appropriate size depending on context

5.0 Maintenance

5.1 The CCTV system is maintained by Sonic Alarms.

5.2 The School Admin officer will be the person responsible for:- (Awaiting Training – this has been requested)

Weekly operational checks of the system are made and a log will be kept (Appendix 2)

Ensuring that the date and time reference are accurate

Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order

Ensuring that a damaged camera is fixed

Ensuring that a damaged camera is fixed within a specific time period

An annual check of the system will be carried out and recorded (Appendix 3)

The above actions will be undertaken under the supervision of the Headteacher.

6.0 Storage, Viewing and Retention

6.1 Images will be stored for a period of 7 days unless an incident arises which requires longer retention in line with the specified purposes of the CCTV system.

6.2 Once the retention period has expired, the images will be erased.

6.3 Images that are to be retained for evidential purposes will be retained in a secure place to which access is controlled.

6.4 Access to recorded images will be restricted to the Headteacher on behalf of the school as Data Controller.

6.5 Viewing of the recorded images will take place in a restricted area. Other employees will not have access to this area when a viewing is taking place.

6.6 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and other service providers to the school where these would reasonably require access to the data (e.g. Local Authority Health and Safety personnel) only for the purposes as stated in Section 2 of this policy.

7.0 Complaints

7.1 Any complaints about the school's CCTV system should be made in line with the school's complaints policy initially in writing to the Headteacher.

8.0 Subject Access Requests

8.1 The Data Protection Act provides Data Subjects with a right to access data held about them including images obtained by CCTV.

8.2 Requests for images should be made in writing to the Headteacher as a Subject Access Request. Each request will be given individual consideration.

9.0 Public Information

Copies of this policy will be available upon request from the school office and on the school website.



Head Teacher Signature:

Date:10.10.24

Chair GB:

D. R. Tjeldad

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