



Closed Circuit TV (CCTV) Policy (ITS/011)

This policy provides an overview of the CCTV system used within the school.

Document ID ITS/010	Title CCTV Policy	Review Frequency 3 Years
Revision 1.0	Prepared By David Wilson - IT Manager	Date Prepared 15/06/2018
Statutory Policy? No	Approved By Ed Francis - Headteacher	Date Approved 22/06/2018
		Effective From 22/06/2018

1. Definitions

- “the school” - Fort Royal School & Nursery.
- “Data Controller” - The schools Data Controller for CCTV is David Wilson (IT Manager.)
- “Site Manager” - The schools dedicated site manager and/or other premise staff.
- “CCTV Operator” - Employees of the school with the skills and permission to operate the CCTV and retrieve the footage if required.

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 from the Main Reception. As well as being accessible by CCTV Operations at any time.

This Code follows Data Protection Act guidelines. 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 is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act 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 Data Protection Act.

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

Cameras will be used to monitor activities within the school and its car parks 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 focussed on the school buildings and around entrances/exits, along with additional internal cameras located within the building.

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 are required under the Data Protection Act. These have been placed at main locations around the school.