

Giles Junior School



Achieving excellence through leadership

CCTV Policy

Document Details	
Approving Body	Resources
Author	Giles Junior School
Schedules Review	Every two years
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Next Review	March 2028

1. Rationale

Closed circuit television (CCTV) is installed and operated at **Giles Junior School** for **security and health and safety purposes**. Images from the installed cameras may be viewed and recorded.

The **CCTV system and images** are controlled by the **Site Manager, Headteacher, and Deputy Headteacher**, who are responsible for how the system is used. Occasionally, the CCTV system may be shared with another organisation, such as a **facilities management company** or an organisation providing **out-of-school-hours activities**. In such cases, there may be **joint data controllers**, who will be **listed below if applicable**.

When installing a **new CCTV system** or **upgrading an existing system**, where:

- The **views obtained** are significantly altered or enhanced,
- Additional **cameras** are added,
- The **existing system** is extended,

The school will refer to the '**Passport to Compliance**' issued by the **Surveillance Camera Commissioner** to ensure that the system complies with the **Surveillance Camera Code of Practice**, as required by the **Protection of Freedoms Act 2012**.

2. Aims

The purpose of this policy is to **regulate the management, operation, and use of the CCTV system** at Giles Junior School and to ensure compliance with **UK Data Protection Laws**.

The **lawful basis** for processing CCTV images is **Article 6(1)(e) of the UK General Data Protection Regulation (GDPR)**, which permits processing where it is:

"Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller."

Objectives of this CCTV Policy:

- a) To increase the **personal safety** of pupils, staff, and visitors, and reduce the fear of crime.
- b) To protect **school buildings and assets**.
- c) To support the **police** in deterring and detecting crime.
- d) To assist in **identifying, apprehending, and prosecuting offenders**.
- e) To protect **members of the public and private property**.
- f) To assist in the **management and operation of the school**.

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3. Procedures

3.1 Positioning of Cameras

Cameras are positioned across external grounds, entrances and selected internal corridors.

- No cameras are installed in toilets, changing areas or staff welfare areas.
- Cameras are positioned to minimise intrusion into neighbouring properties.
- Signage is displayed in accordance with ICO guidance.

The system comprises a number of **fixed cameras** located within the school grounds:

- **4 cameras** located on the playground.
- **2 cameras** viewing the MUGA.
- **6 cameras** in new build corridors.
- **1 camera** in the hall.
- **2 cameras** covering hallways leading into the hall from the playground.
- **1 camera** at the front gate and zebra crossing.
- **1 camera** at the front entrance (reception).
- **1 camera** in the main office.
- **1 camera** in the reception lobby.
- **1 camera** at the front of the new build.
- **1 camera** near Year 3 outside (confirm location if still applicable).

3.2 Signage

Signs are positioned at the **entrance to the school and other visible locations**, in accordance with the **ICO CCTV Code of Practice**. These signs indicate that **CCTV monitoring and recording** are in use and provide **contact details** for enquiries.

4. Recording and Storage of CCTV Footage

- CCTV **operates 24/7**.
- Recordings include **date, time, and system information overlays**.
- **Footage is stored for 14 days** before being **automatically overwritten**, unless required for an ongoing investigation.
- Storage is **restricted** to the **Site Manager, Headteacher, and Deputy Headteacher**.
- **Access to the system** is password-protected and restricted.

CCTV footage **will not** be used for commercial or media purposes. It will also **not be used for staff performance monitoring**, except in exceptional circumstances such as **safeguarding concerns**.

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5. Access to CCTV Footage

5.1 Viewing & Copying Footage

- Display equipment is positioned to **restrict access** to those with **security responsibilities**.
- Only the **Headteacher, Deputy Headteacher, or authorised personnel** may grant permission to view recorded footage.
- **Secure web access** is available with a **password** held by the **Headteacher**.

5.2 Sharing Footage with External Parties

- The **police** may request footage under **Schedule 2, Part 1, Paragraph 2 of the Data Protection Act 2018**. A copy may be provided, but it remains the **property of the school**.
- Requests from **solicitors** will be reviewed by the **Headteacher** and only approved if required for **legal proceedings** or a **court order**.
- Requests from **other individuals** will be considered based on the **necessity and safety risks** involved.

6. Subject Access Requests (SARs)

Under **UK Data Protection Law**, individuals whose images are recorded **have the right to request access to their personal data**.

- Individuals have the right to request access to personal data captured by CCTV.
- Requests must be made in writing and will be responded to within one month.
- The school will not charge a fee unless a request is manifestly unfounded or excessive.

7. System Maintenance & Compliance

- CCTV equipment and recordings may be **viewed by authorised personnel** for **maintenance purposes** only.
- The **Headteacher** or designated staff may conduct **random operational checks**.
- Any **breach of this policy** by staff will be **investigated** and may result in **disciplinary action**.

8. Police Cooperation

The school maintains good working relations with the **police** and will cooperate **within the law** where necessary.

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9. Policy Review

This policy will be **evaluated annually** to ensure ongoing compliance with relevant legislation.

CCTV Privacy Notice

Who is responsible for your data?

The **Headteacher** is responsible for ensuring the **CCTV system** complies with **UK Data Protection Laws**.

What personal information does the CCTV system collect?

- CCTV captures **images of people and vehicles** in and around the school.
- Where fixed CCTV cameras are operating, **signs are clearly displayed**.

How long is CCTV footage stored?

- **Footage is stored for 14 days**, unless required for an **investigation**.

What is CCTV footage used for?

- Protecting **pupils, staff, and visitors**.
- Protecting **school property**.
- Assisting the **police** with crime prevention.

Who is CCTV footage shared with?

- **Relevant staff** within the school.
- **Local authorities**.
- **Police**, when required by law.

Your rights

Individuals can request access to their personal data through a **Subject Access Request (SAR)** by contacting the **Headteacher**.

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Complaints

If you have concerns about how CCTV footage is used, please contact the **school office**. If unresolved, you have the right to complain to the **Information Commissioner's Office (ICO)**.

Please note this policy is signed digitally on Governor Hub following ratification by the FGB or committee responsible for the policy oversight and review.

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