



CASTELL ALUN HIGH SCHOOL

CCTV POLICY

Agreed by Governing Body	September 2013
Reviewed	December 2016
Reviewed	December 2019
Reviewed	December 2023



Contents

INTRODUCTION	Error! Bookmark not defined.
WHY DOES THE SCHOOL HAVE CCTV	3
POLICY STATEMENT	3
LAWFUL BASIS FOR PROCESSING	3
CCTV COVERAGE	4
HOW LONG IS DATA RETAINED	4
ROLES	4
GOVERNING BODY	4
HEADTEACHER	4
SCHOOL BUSINESS MANAGER	4
DATA PROTECTION OFFICER	4
COMPLAINTS	4



INTRODUCTION

This Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Castell Alun High School.

The system comprises a number of fixed and dome cameras located around the school site.

All cameras are monitored within the school.

This Policy follows guidelines issued by the CCTV Commissioner and the Information Commissioner.

The CCTV system is owned by the school.

WHY DOES THE SCHOOL HAVE CCTV

To protect the school building and assets.

To improve personal safety and reduce the fear of crime.

To protect and maintain the well being of people and their property who may be on the site.

To assist staff in identifying and resolving incidents.

To assist the Policy in a bid to deter and investigate crime and assist in identifying and prosecuting the offenders.

POLICY STATEMENT

Whilst operating CCTV Castell Alun High School will endeavour to comply with guidance and Codes of Practice issued by the Information Commissioner www.ico.org.uk and the Surveillance Camera Commissioner and will continue to be registered with the Information Commissioner under the terms of the General Data Protection Regulation and the Data Protection Act 2017 and will to the best of its ability comply with Data Protection, Privacy and Human Rights requirements. The school treats the system and all information, documents and recordings obtained and used as data in accordance with Legislation. Recordings will only be released to the media for use in the investigation of a specific crime following a specific request by the Police.

LAWFUL BASIS FOR PROCESSING

Cameras will be used to monitor activities within the school, its car parks and other public areas to identify potential or actual criminal activity or behavior which does not comply with school code of conduct and for securing the safety and well-being of students, staff and visitors. Static cameras will not be focused on private homes, gardens or other areas of private property.

Processing is considered to form part of the Schools Public Task therefore the lawful basis of processing is considered to be :

Article 6(1)(e) processing 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.



Respect, Determination, Honesty
Parch, Penderfynolrwydd, Gonestrwydd

Images of individuals captured by the system have a right to object and should follow the complaints procedure defined below.

CCTV COVERAGE

Within the buildings the CCTV coverage is in corridors, stairwells, access areas, public and social areas.

Warning signs are displayed appropriately, as required by the Code of Practice of the Surveillance and Information Commissioners.

CCTV system will be operated 24 hours each day, every day of the year.

HOW LONG IS DATA RETAINED

Unless data is required for the above purposes by the school or investigatory bodies, data will be kept on the hard drive for 30 days and then over-written. If required for investigatory purposes data will be destroyed as soon as it is no longer required.

ROLES

GOVERNING BODY

The Governing Body is the Data Controller and owns the policy, fulfill a monitoring role, manage complaints and review the policy as appropriate. The Data Protection Officer will provide advice and assistance in these functions.

HEADTEACHER

The Headteacher has day to day overall responsibility and accountability for how the school uses the CCTV system and to approve access requests to data held on CCTV. In their absence the Deputy Headteacher may approve access.

SCHOOL BUSINESS MANAGER

The School Business Manager has day to day management of the system, ensuring appropriate checks are carried out on a regular basis, together with ensuring data is disposed of appropriately.

DATA PROTECTION OFFICER

The Data Protection Officer will provide an independent overview of compliance issues. Provide advice and assistance when requested on complaints and operation of the system and equipment. Monitor the Privacy Impact of the use of CCTV equipment.

COMPLAINTS

Any complaints about the school's CCTV system should be addressed initially to the Headteacher. If the Headteacher is able to resolve the issue informally within two working days a report must be provided to the Governing Body.

If it is impossible for the Headteacher to resolve the issue informally the complaint will be passed to the Chair of Governors for consideration by the Governing Body and the Data Protection Officer.



