



Harry Gosling Primary School

CCTV Use and Policy

2017

Purpose of CCTV

Our System is intended to promote and assist in providing a safe secure environment for our pupils and for those who work and use the facilities of the school, to protect the school site and its resources.

It shall be used for the purpose of;

- . **detering crime and antisocial behaviour;**
- . **pupil, staff and public safety;**
- . **assisting lawful agencies in the investigation of crime and antisocial behaviour**

Management of the System

The overall management of the system is the responsibility of the governing body, who have appointed the Premises Manager and the Head teacher as 'Data Controllers'.

Operation of the Control Equipment

The system will be managed in accordance with all current and relevant legislation, including the Data Protection Act 1998, The Human Rights Act 1998 and if required The Regulation of Investigatory Powers Act 2000.

The System

Our camera positions have been carefully chosen to ensure minimal intrusion while providing maximum coverage of the whole school site. However it is impossible to ensure every incident will be seen or recorded. The system will be, as much is reasonably practicable, maintained to the standards set out by the Surveillance Camera Commissioner '**Code of Practise 12 Principles**'.

Complaints

- . **Any complaints about the CCTV system should be addressed to the Head Teacher**
- . **Complaints will be investigated in accordance with this policy**

Incident Reporting

An incident log will be stored in a secure and lockable place, and only accessible by the Premises Manager or nominated person. The incident log will contain details of 'Who, When, What, Where and Why' any viewing took place.

Viewing and Storage of Recorded Images

- . **Recorded images will not be removed from the school site except in accordance R I P A (regulation of Investigatory Powers)**
- . **Images are stored for 7 days and then automatically deleted**
- . **Viewing of ANY images must be in line with at least one of the 'Purpose of CCTV' points**
- . **A record of copying must be kept in the incident log**

Incident Response

If, during normal monitoring of the system, criminal or suspicious activity is observed the school will immediately inform the Police. Once an incident is reported to the Police it will be dealt with using Police procedure. All other incidents will be logged and dealt with in accordance with this policy.

Improper Use of the System

- . **Misuse of any recorded imagery or the system could lead to disciplinary action taken**
- . **Disciplinary action can also include prosecution under the Data Protection Act**

Staff Training

The Head teacher shall ensure that all appropriate staff are trained on the use of the equipment and are familiar with their data protection responsibilities.

Signage

Signs will be displayed at entrance points and in the areas covered by the system. This is to inform staff, pupils and the public that CCTV is in operation for the reason of

Policy review date July 2018