



## South Cave CE Primary School

# CCTV Policy

Policy Date	November 2018
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Lead Person for Policy	Julie Newby

## 1. Introduction

South Cave Primary School uses closed circuit television (CCTV) images to provide an environment which is safe and secure for pupils, staff, parents, visitors and for the prevention and detection of crime. It will not be used for any other purpose.

This document is produced in line with the Information Commissioner's CCTV Code of Practice, and outlines how the school uses and manages the installed CCTV equipment and subsequently images produced to ensure the school complies with the Data Protection Act 1998, Human Rights Act 1998 and the Freedom of information Act 2000 and associated legislation.

## 2. Purpose of Use

- Reduce the threat of crime generally.
- Protect the school premises and help promote a safe working environment
- Ensure the safety and security of all pupils, under the school's Child Protection Policies, and that of any member of staff or visitor whilst on the premises.

These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent.
- Assist in the prevention and detection of crime.
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime.
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As CCTV involves the processing of personal data, the system has been subject to notification with the Office of the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk)

The system will not be used:

- To provide recorded images for the website.
- To monitor property that adjoins the school boundary or capture images of persons not visiting the premises.

## 3. Signage

Signs are prominently placed at strategic points and currently state:

*CCTV, images are being recorded and monitored for your safety and the help prevent crime. Please contact 01430 422526 for further information about the scheme. The scheme is controlled by South Cave Primary School.*

#### **4. Control**

Live and recorded images will only be monitored by staff having the appropriate access level of rights. Recorded images will be stored on the appropriate DVR twenty four hours a day throughout the year. No unauthorised access to the DVR server will be permitted. The server is stored in a locked cabinet and access strictly limited to the site manager, head teacher, police officers and any other person with statutory powers of entry.

#### **5. Recording**

Digital recordings are made using digital video recorders operating in time lapse mode. Images will normally be retained for approximately 14 days, depending on the image quality, from the date of recording, and then are automatically over written by a continuous recording process.

#### **6. Evidence from CCTV footage (employees)**

CCTV evidence may be used against an employee in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that he or she has been guilty of serious misconduct. The employee will be given a chance to see and respond to the images in these circumstances.

#### **7. Retention**

CCTV images held on the server will be overwritten on a recycling basis once the server drive is full (approximately 14 days).

Any images downloaded or stored on a removable CD will be erased or destroyed once the purpose of the recording is no longer relevant.

All hard drives and recorders shall remain the property of South Cave Primary School until disposal and erasing of images has been undertaken.

#### **8. Access to images**

Access to, and disclosure of, images recorded on CCTV will be restricted and controlled.

Images will only be disclosed in accordance with the purpose for which they were originally collected, and in accordance with South Cave Primary School's notification to the Office of the Information Commissioner.

- South Cave Primary School nominated staff.
- Authorised third party access.

South Cave Primary School nominated staff – Access to recorded images will be restricted to senior management staff to view them, and recorded images will not be made more widely available.

If images are recorded and removed for viewing purposes, this will be documented in the CCTV Log Book.

Images retained for evidence are securely stored in the safe.

Access to images by third parties – Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder.
- Prosecution agencies.
- Relevant Legal Representatives.
- Emergency Services such as Humberside Fire and Rescue Service in connection with the investigation of an incident.

The Head teacher/Site Manager has the authority to disclose information to the police or other law enforcement agencies.

In line with Data Protection and safeguarding, images cannot be shared/provided to parents as they would contain images of other children and staff.

## **9. Maintenance**

The site manager will be responsible to make sure that regular checks are carried out to ensure that the system is working properly and produces high quality images. The site manager is responsible for ensuring annual maintenance is carried out by an approved contractor.

## **10. Complaints**

Any comments or complaints will be managed via the Schools Complaints Procedure.