



## CCTV POLICY

### 1. INTRODUCTION

Haslam Park Primary School uses Closed Circuit Television (CCTV) images to:

- (a) monitor the school buildings;
- (b) provide a secure environment for pupils, staff and visitors to the school;
- (c) to prevent vandalism, anti-social behaviour and other criminal acts.

The system comprises of 8 fixed dome cameras and there is no sound recording capability on the system.

The CCTV System is owned, maintained and operated by Haslam Park Primary School, the deployment of which is determined by the headteacher.

The CCTV System is monitored centrally from the school offices by the Site Manager and the office staff. Recordings will be erased automatically after 28 days.

### 2. STATEMENT OF INTENT

The CCTV is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will additionally seek to comply with the requirements of the Human Rights Act 1998 and the Regulation of Investigatory Powers Act.

All the authorised operators and employees with access to the images are aware of the procedures that need to be followed when accessing the recorded images. All operators have been trained in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access and disclosure of recorded images.

Cameras will be used to monitor activities with the school and its car park and other public areas to identify criminal activity actually occurring, anticipated or perceived and for the purpose of securing safety and wellbeing for all.

CCTV warning signs are clearly and prominently placed at all external entrances/exits to Haslam Park Primary School.

The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### 3. SUBJECT ACCESS REQUESTS

Individuals have the right to request access to CCTV footage relating to them under the Data Protection Act. All requests should be made in writing to the Headteacher within a 21 day period from the date of the original incident. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified e.g. date, time and location.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

A fee not exceeding £10 may be charged.

#### **4. ACCESS TO AND DISCLOSURE OF IMAGES TO THIRD PARTIES**

Disclosure of recorded data to third parties is restricted to authorised personnel e.g. Police Officers, requests should be made in writing to the Headteacher.

The CCTV data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirement of those procedures.

#### **5. COMPLAINTS**

Any complaints and enquiries about the CCTV should be directed to the headteacher in the first instance.