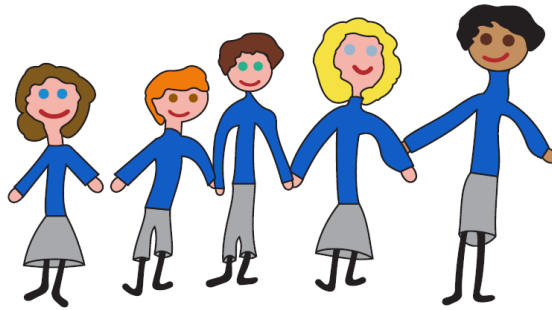


Ringway



Primary

CCTV Policy

Signed	Policy review date		
	March 18		
		March 19	
			March 20
Agreed at Governor meeting	June 18		



Ringway Primary School

CCTV Policy

1. INTRODUCTION

- 1.1. The purpose of this Policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Ringway Primary School.
- 1.2. The system comprises of 4 cameras located in and around the school site. All cameras are monitored from the School Office and images are only available to selected senior staff.
- 1.3. This Policy follows GDPR guidelines.
- 1.4. The School Policy will be subject to review bi-annually to include consultation as appropriate with interested parties.

2. OBJECTIVES OF THE CCTV SYSTEM

- 2.1. To protect pupils, staff and visitors.
- 2.2. To increase personal safety and reduce the fear of crime.
- 2.3. To protect the school buildings and assets.
- 2.4. Without prejudice, to protect the personal property of pupils, staff and visitors.
- 2.5. To support the police in preventing and detecting crime.
- 2.6. To assist in identifying, apprehending and prosecuting offenders.
- 2.7. To assist in managing the school.

3. STATEMENT OF INTENT

- 3.1. The CCTV system will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- 3.2. The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.
- 3.3. Cameras will be used to monitor activities within the school and its grounds to identify criminal activity actually occurring, anticipated, or perceived. It will be used for the purpose of securing the safety and wellbeing of the pupils, staff and school together with its visitors.

- 3.3.1. The system has been designed to deny observation on adjacent private homes, gardens and other areas of private property.
- 3.4. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
 - 3.4.1. Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police.
 - 3.4.2. Images will never be released to the media for purposes of entertainment.
- 3.5. The planning and design has endeavoured to ensure that the system 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.
- 3.6. Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site.

4. SYSTEM MANAGEMENT

- 4.1. The system will be administered and managed by the School office staff who will act as the Data Controller, in accordance with the principles and objectives expressed in the policy.
- 4.2. The day-to-day management will be the responsibility of both the Head and the Office Manager who will act as the System Manager.
- 4.3. The system and the data collected will only be available to the Data Controller, the Head and the System Manager.
- 4.4. The CCTV system will be operated 24 hours each day, every day of the year.
- 4.5. The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.
- 4.6. Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.
- 4.7. The System Manager must satisfy themselves of the identity of any person wishing to view images or access the system and the legitimacy of the request. Where any doubt exists access will be refused.

5. ASSESSMENT OF THE SYSTEM AND CODE OF PRACTICE

- 5.1. Performance monitoring, including random operating checks, may be carried out by the Head or the Data Controller.

6. COMPLAINTS

- 6.1. Any complaints in relation to the school's CCTV system should be addressed to the Head.

7. ACCESS BY THE DATA SUBJECT

- 7.1. The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.
- 7.2. Requests for Data Subject Access should be made to the Head Teacher

8. PUBLIC INFORMATION

- 8.1. Copies of this policy will be available to the public from the school office.

9. SUMMARY OF KEY POINTS

- 9.1. This Policy will be reviewed every two years.
- 9.2. The CCTV system is owned and operated Ringway Primary School
- 9.3. The CCTV system and images are not available to visitors except under circumstances as outlined in this policy.
- 9.4. Liaison meetings may be held with the police and other bodies if required.
- 9.5. Downloaded media will be used properly indexed, stored and destroyed after appropriate use, in accordance with the Data Protection Act.
- 9.6. Images may only be viewed by authorised School/NEELB Officers and the police.
- 9.7. Downloaded media required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- 9.8. Downloaded media will not be made available to the media for commercial or entertainment purposes.

REFERENCES INFORMATION

The Data Protection Act

http://www.ico.org.uk/for_organisations/data_protection/topic_guides/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.pdf

The Commissioners Act

<http://www.legislation.gov.uk/ukpga/1998/29/schedule/11/crossheading/northern-ireland>