



Griffin Primary School

CCTV Policy

1	Summary	CCTV Policy			
2	Responsible person	Louise Pitts			
3	Accountable SLT member	Louise Pitts			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Louise Pitts			
6	Who has been consulted and recommended policy for approval	LGB			
7	Approved by and date	LGB 10.3.23			
8	Version number	1.0			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	10.3.23			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			

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1. Introductory statement

Griffin Primary School is a mainstream primary school that has provision for pupils aged 3-11.

2. CCTV

Griffin Primary School use closed circuit television (CCTV) images to reduce crime and monitor the academy buildings in order to provide a safe and secure environment for pupils, staff, and visitors, and to prevent the loss or damage to academy property.

The system comprises of a number of fixed and dome cameras

The system does record images which are stored securely on an encrypted device.
The CCTV equipment does have sound recording capability.

The CCTV system is owned and operated by the academy and the deployment of which is determined by the academy's leadership team.

The CCTV is monitored by the Head of School and School Business Manager. Office staff also have screens which they can monitor.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the Trust.

The academy's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines the academy's use of CCTV and how it complies with the Act.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators know what is expected in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

3. Statement of Intent

The academy complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

CCTV warning signs will be clearly and prominently placed at all external entrances to the academy, including gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV. In areas where CCTV is used, the

academy will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

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.

4. Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The Academy will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

The Academy will make every effort to position cameras so that their coverage is restricted to the academy premises, which may include outdoor areas.

Members of staff should have access to details of where CCTV cameras are situated.

5. Covert Monitoring

The academy may in exceptional circumstances set up covert monitoring. For example:

- Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct.
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances' authorisation must be obtained from a member of the senior leadership team.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.

6. Storage and Retention of CCTV images

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

All retained data will be stored securely.

Only relevant staff member will view the footage.

7. Access to CCTV images

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

8. Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves only under the Data Protection Act. The Academy must view the footage first for safeguarding reasons. For safeguarding reasons if other individuals are shown, the footage will only be given to the Police or other service providers such as solicitors.

All requests should be made in writing to the Head of School. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time, and location. request and fee.

A fee of £10 will charged per request.

The academy reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

9. Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the academy where these would reasonably need access to the data via an official letter (e.g., investigators or solicitors).

Requests should be made in writing to the Head of School/Governing Body.

The data may be used within the academy's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

10. Complaints

Complaints and enquiries about the operation of CCTV within the academy should be directed to the Head of School in the first instance.

11. Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)
- www.ico.org.uk
- Regulation of Investigatory Powers Act (RIPA) 2000

- Data Protection Act 2018

This policy should be read in conjunction with the following policies:

- Venn GDPR Policy
- Griffin Primary School Safeguarding and Child Protection Policy

This policy will be reviewed every two years.