**Heathfield Primary & Nursery School**



**CCTV Policy**

February 2020

|  |  |
| --- | --- |
| Signed byChair of Governors  |  |
| Print Name | Phillip Haywood  |
| Date | February 2020 |
| Date of review | February 2021 |

1 Definitions:

* The school – Heathfield Primary and Nursery School
* Data Controller – the school’s data controller for CCTV is Mrs Melloney Adams (DPO )
* Site Manager – the school’s Site Manager
* CCTV operator – Employees of the school with the skills and permission to operate the CCTV and retrieve footage.

2 Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school. The system comprises a number of static cameras located around the school. The CCTV is in a secure room, and only designated persons have access to this room.

This code follows Data Protection and GDPR guidelines.

The CCTV system and the data is owned by the school.

3. Objectives of the CCTV system.

* To safeguard and protect the pupils, staff and visitors to school.
* To protect the school buildings and assets of the school.
* To increase personal safety and reduce the fear of crime
* To support the Police in a bid to deter and detect crime
* To assist in managing the school.

4. In its administration of its CCTV system, the school complies with the Data Protection Act 1998. Due regard is given to the data protection principles embodied in the Data Protection Act and the new GDPR regulations. These principles require that personal data shall be:

* processed fairly and lawfully;
* held only for specified purposes and not used or disclosed in any way incompatible with those purposes;
* adequate, relevant and not excessive;
* accurate and kept up to date;
* be kept longer than necessary for the particular purpose;
* processed in accordance with the rights of individuals;
* kept secure; and
* not be transferred outside the European Economic Area unless the recipient country ensures an adequate level of protection.

5. From 25 May 2018, the school will also comply with the General Data Protection Regulation. Due regard will be given to the data protection principles contained within Article 5 of the GDPR which provide that personal data shall be:

* processed lawfully, fairly and in a transparent manner;
* collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
* adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
* accurate and, where necessary, kept up to date;
* kept in a form which permits identification of the data subjects for no longer than is necessary for the purposes for which the personal data are processed;
* processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

5. Statement of Intent

The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act and GDPR.

Cameras will be used to monitor external activities around the school and its car park to identify criminal activity actually occurring, anticipated, or perceived and for the purpose of securing the safety and wellbeing of the school and its staff, pupils and visitors.

Cameras are focused on the school buildings, around entrances/exits and the car park.

The school seeks to operate its CCTV system in a manner that is consistent with respect for the individual’s privacy.

Materials of knowledge secured as a result of the CCTV will not be used for any commercial purpose. Information transferred to CD/DVD will only be used for the investigation of a specific crime or incident. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.

Any proposed new CCTV installation is subject to a Privacy Impact Assessment.

Signs are placed at the pedestrian and vehicular entrance in order to inform staff, students, visitors and members of the public that CCTV is in operation. The signage indicates that the system is managed by the school.

6. The school’s usage of CCTV and the content of this policy shall be reviewed annually by the
Data Protection Officer with reference to the relevant legislation or guidance in effect at the time. Further reviews will take place as required.