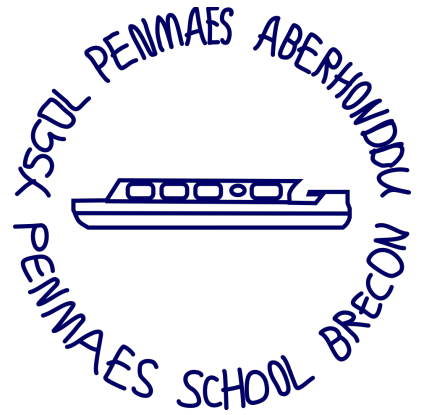



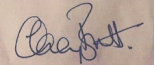
# Ysgol Penmaes



## CCTV Policy

### Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date
Headteacher: Angharad Bryn-Jones		19.4.23
Chair of Governors: Clancy Brett		19.4.23
Next review date: April 2024		

### Introduction

Ysgol Penmaes uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

The system comprises a number of fixed cameras and the system does not have sound recording capability.

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

The CCTV can be monitored from the server room and on a dedicated ipad by the Business Manager, the Headteacher and anyone that the Headteacher gives permission to.

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

The use of CCTV, and the associated images and any recordings is covered by the Data Protection Act 1998. This policy outlines the school'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 employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

## **Statement of Intent**

The school 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. The Code of Practice is published at:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

The planning and design has endeavoured to ensure that the 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.

## **Citing the Cameras**

Cameras are sited so that 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. Ysgol Penmaes will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

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

CCTV will not be used in classrooms, other than the hydrotherapy pool, but will be used in corridors, stairways and outside areas.

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

Cameras are located in the following areas::

- Outside the main entrance to the school (covering the loading bay at front of school)
- The main foyer area
- In the downstairs corridors
- In the upstairs corridors
- At the rear of Oak class
- The rear of the school building where the bins are located
- Hydrotherapy pool area (but not the changing rooms)
- At the entrance to the main playground area (this camera covers the playground)

### **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.

### **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.

### **Subject Access Requests (SAR)**

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Headteacher. 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.

The school will respond to requests within 1 month of receiving the written request as outlined in the GDPR Policy.

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.

### **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 school where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Headteacher.

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

### **Complaints**

Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

The Headteacher will liaise with Powys HR and the Data Protection Officer where appropriate and required.

### **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 Commissioner's Office)
- [www.ico.gov.uk](http://www.ico.gov.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

