



# Snape Wood Primary and Nursery School

## Excellence for All

**'We are a small school that makes a big difference'**

**'To provide excellence for all within a happy, safe, and stimulating learning environment'**

## CCTV POLICY

SNAPE WOOD PRIMARY AND NURSERY SCHOOL	
Approved by: Full Governing Body	Date: Spring 2023
Review Date:	Spring 2024

# **Snape Wood Primary and Nursery School CCTV policy**

## **Introduction**

Snape Wood Primary and Nursery School uses closed circuit television (CCTV) images to provide a safe and secure environment for all Stakeholders. CCTV is used externally around the building and not internally. Cameras are monitored 24 hours, ADT monitor cameras outside of opening hours between 6pm to 6am.

This policy sets out the use and management of the CCTV equipment and images in compliance with the GDPR 2017 and the Data Protection Act 2018.

Snape Wood Primary and Nursery School's CCTV facility records images only. There is no audio recording i.e. conversations are not recorded on CCTV.

## **Purposes of CCTV**

The purposes of Snape Wood Primary and Nursery School installing and using CCTV systems include:

- To assist in the prevention or detection of crime.
- To assist in the identification and prosecution of offenders.
- To monitor the security of Snape Wood Primary and Nursery School's premises.
- To safeguard all stakeholders.

## **Location of cameras**

Cameras are located at strategic points around the school premises. Snape Wood has positioned the cameras so that they only cover areas on Snape Wood's premises and they are sited so that they provide clear images. No camera focuses on any internal area within the building and cameras have privacy blocks on images to prevent invasion on the public externally.

All cameras are clearly visible.

Appropriate signs are prominently displayed so that all stakeholders are aware they are entering an area covered by CCTV.

## **Recording and retention of images**

Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.

Images are recorded continually as the needs of Snape Wood dictate.

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than one month. Once a hard drive has reached the end of its use, it will be erased prior to disposal.

Images that are stored on, or transferred on to, removable media such as CDs are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of one month. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

## **Access to and disclosure of images**

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and to those line managers who are authorised to view them in accordance with the purposes of the system. Viewing of recorded images will take place in a restricted area to which other employees will not have access when viewing is occurring. If media on which images are recorded are removed for viewing purposes, this will be documented.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
- Prosecution agencies, such as the Crown Prosecution Service.
- Relevant legal representatives.

The Data Protection Office is the only person who is permitted to authorise disclosure of images to external third parties such as law enforcement agencies.

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.

### **Individuals' access rights**

Under the GDPR 2017 and the Data Protection Act 2018., individuals have the right to request in writing, a copy of any personal data that Snape Wood holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any CCTV images relating to you, you must make a written request to the Snape Wood's Data Protection Officer for the supply of the images requested, free of charge. Your request must include the date and approximate time when the images were recorded and the location of the particular CCTV camera, so that the images can be easily located and your identity can be established as the person in the images. Snape Wood will respond promptly and in any case within 30 calendar days of receiving the request.

Snape Wood will always check the identity of the person making the request before processing it.

The Data Protection Officer will first determine whether disclosure of your images will reveal third party information as you have no right to access CCTV images relating to other people. In this case, the images of third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.

If Snape Wood is unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.

### **Staff training**

Snape Wood will ensure that all employees handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the GDPR 2017 and the Data Protection Act 2018 with regard to that system.

### **Implementation**

The Company's Data Protection Officer is responsible for the implementation of and compliance with this policy and the operation of the CCTV system and they will conduct a regular review of the Company's use of CCTV. Any complaints or enquiries about the operation of the Company's CCTV system should be addressed to them.