



ST. SAMPSON'S HIGH SCHOOL

CCTV Policy

Last Review Date:	October 2024
Reviewer:	GJN
Next Review due:	September 2025

CCTV Policy

1. Introduction

1.1 The purpose of this policy is to regulate the management and operation of the Closed Circuit Television Systems at St Sampson's High School. It also serves as a notice and a guide to data subjects (including students, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the System).

1.2 The System is administered and managed by the School, who act as the Data Controller. This policy will be subject to review from time to time, and should be read with reference to the School's Data Protection Policy (please see school website for more info).

2. Camera Locations

2.1 All fixed cameras are in plain sight on the School premises.

3. Purpose

3.1 The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

4. Objectives of the System

4.1 To protect students, staff, volunteers, visitors and members of the public with regard to their personal safety.

4.2 To protect the School buildings and equipment, and the personal property of students, staff, visitors and members of the public.

4.3 To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.

4.4 To monitor the security and integrity of the School site and deliveries and arrivals.

4.5 To monitor and uphold discipline among students.

5. Positioning

5.1 Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives.

5.2 Adequate signage has been placed in prominent positions to inform staff and students that they are entering a monitored area.

5.3 No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.

5.4 No images of public spaces will be captured except to a limited extent at site entrances.

6. Maintenance

6.1 The CCTV System will be operational 24 hours a day, every day of the year.

6.2 The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.

6.3 The System will be checked and serviced (to the extent necessary).

7. Access to the System

7.1 Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access by unauthorised persons.

8. Storage of Data

8.1. The day-to-day management of images will be the responsibility of the IT Technician who will act as the System Manager, or such suitable person as the System Manager shall appoint in his or her absence.

8.2. Images will be stored for 31 Days and automatically overwritten unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or border agency.

8.3. Where such data is retained, it will be retained in accordance with the schools Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the CCTV Register.

9. Access to Images

9.1 Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, or a member of SLT in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).

9.2 The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples of when the System Manager may authorise access to CCTV images:

9.2.1 Where required to do so by the Police or some relevant statutory authority;

9.2.2 Following suspected criminal behaviour;

9.2.3 To enable a member of the safeguarding team to examine behaviour which may give rise to any reasonable safeguarding concern;

9.2.4 To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian may be informed (depending on severity) as part of the School's management of a particular incident; (please note that due to data protection parents/guardians will not have access to the footage)

9.2.5 To the School's insurance company where required in order to pursue a claim for damage done to insured property; or

9.2.6 In any other circumstances required under law or regulation.

9.2.7 Where images are disclosed under 9.3 above a record will be made in the system register including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed.