

## HYLTON CASTLE PRIMARY SCHOOL

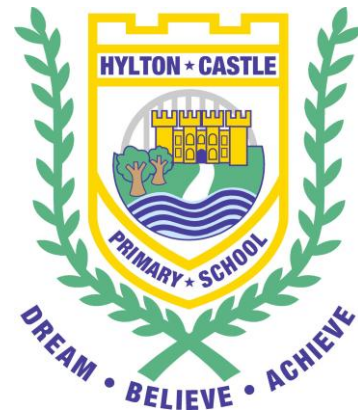
### CCTV POLICY

**Link governors:** Caroline Comer

**Policy written by:** Lisa Wood

**Date ratified by governors:** October 2023, Mar 2025

**Review date:** March 2027 or sooner if appropriate



### 1. Definitions

- "the school" – Hylton Castle Primary School
- "Data Controller"- The school's Data Controller for CCTV is Advantex
- "Site Manager"- The school's Site Manager is Barry Williams
- "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 of 23 static cameras located around the school site. All cameras can be monitored from the Designated Safeguarding Lead's laptop.

This Code follows Data Protection Act guidelines. The CCTV system and data is owned by the School.

### 3. Objectives of the CCTV system

- 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. Statement of intent

The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the

requirements both of the Data Protection Act and Commissioner's Code of Practice & GDPR compliance.

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.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor activities within the school and its car parks and other public areas 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, students and visitors.

External cameras are focussed on the school buildings and around the main entrance. Internal cameras are located in corridors and in areas of the school that have been identified to require CCTV.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident, devices will be encrypted. 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.

Warning signs, as required under the Data Protection Act, have been placed at key points around the building and on the external gates.

### **Third-party access**

CCTV footage will only be shared with a third party to further the objectives of the CCTV system set out above (e.g. assisting the police in investigating a crime).

Footage will only ever be shared with authorised personnel such as law enforcement agencies or other service providers who reasonably need access to the footage (e.g. investigators).

All requests for access should be set out in writing and sent to the headteacher.

The school will comply with any court orders that grant access to the CCTV footage. The school will provide the courts with the footage they need without giving them unrestricted access. The DPO will consider very carefully how much footage to disclose, and seek legal advice if necessary.

The DPO will ensure that any disclosures that are made are done in compliance with UK GDPR.