



Closed Circuit Television Policy (CCTV) Policy

Values Academy use 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 of 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 system is monitored centrally in the main office and can be accessed by the following staff members;

Finance and
Administrative Assistant
Site Manager
School Leader
Principal

A notice that CCTV is in operation is displayed at the entrance to each building and around the school sites.

The school's CCTV system is registered with the Information Commissioner under the terms of the General Data Protection Regulations (GDPR) May 2018 and the associated images and any recording is covered by the act, this policy outlines the school's use of CCTV and how it complies.

All authorised operators with access to images are aware of the procedure that needs to be followed when accessing the recorded images. All operators are currently trained by the School Business Manager. All employees are aware of the restriction in relation to access to, and disclosure of recorded images.

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 planning and design have endeavored to ensure that the scheme will give maximum effectiveness and efficiency it is not possible to guarantee that the system will cover or detect every single incident taking place in the area of coverage.

Cameras are sited so that they only capture images relevant to the purpose for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the GDPR Regulations May 2018.

The school will make every effort to position cameras so that their coverage is restricted to the school premises both internally and externally. Members of staff should have access to details of where CCTV cameras are situated.

Recorded data will not be retained for longer than necessary. While retained, the integrity of the recording will be maintained to ensure their evidential value and to protect the rights of the people who images have been recorded. All retained data will be stored securely. Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR regulations May 2018. All requests should be made in writing to the School Principal. Individuals submitting request 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 40 calendar days of the written request.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individual or jeopardise an ongoing investigation.

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 parties would reasonably need access to the data (for example, during investigations) 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 these procedures.

Any complaints and enquiries about the operation of the CCTV system within the school should be directed to the School Principal in the first instance.

Review Date: September 2022