



CONWAY PRIMARY SCHOOL

CCTV POLICY

Approved by: Keith Robertson

Date: 16th July 2023

Last reviewed on: July 2023

**Next review due
by:** July 2026

1. Definitions

- "the school" – Conway Primary School
- "Data Controller"- The school's Data Controller for CCTV is Mrs Carlsson-Ruban
- "Site Manager"- The school's Site Manager.
- "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 a number of static cameras located around the school site. All cameras can be monitored from the Main Reception.

This Code follows General Data Protection Regulation 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 GDPR Regulations 2018 and will seek to comply with the requirements both of the Data Protection Act and Commissioner's Code of Practice.

The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the General Data Protection Regulation

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

Cameras will be used to monitor activities within the school 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.

Cameras are focussed on the school buildings and around entrances/exits.

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. 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 General Data Protection Regulation, have been placed at key points in the building.