



Cheshire Academies Trust
Inspiring hearts and minds

MODEL CCTV POLICY FOR CAT ACADEMIES

Next Review Date: March 2025

Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Manor Park School & Nursery.

Manor Park School & Nursery understands that recording images of identifiable individuals constitutes processing personal information. This Code follows Data Protection Act 2018 guidelines and the requirements of the GDPR have been considered.

The CCTV system and data is owned and controlled by Manor Park School & Nursery. The individual responsible for the system is the Simon Cotterill, Principal.

Objectives of the CCTV system

The use of CCTV forms part of the academy's Health, Safety and Security arrangements. It is designed to:

- protect the academy buildings and assets of the academy, both during and after school hours;
- increase personal safety and reduce the fear of crime;
- assist in management of the academy;
- monitoring behaviour and preventing bullying;
- monitoring health & safety and safeguarding of pupils, visitors and employees on site.

Statement of intent

The CCTV processing system is registered with the ICO and seeks to comply with the requirements of the Data Protection Act 2018, UK GDPR regulations and the Commissioner's Code of Practice. The lawful basis for processing data from CCTV cameras is public task.

Manor Park School & Nursery 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 are located at the front of the building, security access barrier, staff car park/front vehicle and pedestrian gates, nursery/playground entrance, playgrounds and at the rear of the school, internally at corridor entry points.

Information secured as a result of CCTV will not be used for any commercial purpose. Information transferred to disk or sent by email (or other appropriate media) will only be used for the investigation of a specific crime or incident / law enforcement and will be password protected.

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.

Pupils, staff and visitors are notified of the purposes for collecting CCTV images by yellow warning signs, as required under the Data Protection Act, which have been placed at key points on site and which meet the objectives of the CCTV system.

The System & Data Retention

The system comprises 16 static domed cameras (with HIKVISION 40m night vision), located around the academy site, with a hard drive capacity of 4TB and which holds data for approximately 30 days and the data is then wiped automatically to retain 30days data.. All data is stored on the main system itself in the front office and is not backed up remotely.

All cameras are monitored from the Main Reception throughout the day. The main office is secure to outside school so members of the public cannot see the live screens. Access to the system is by remote control which is kept in the office. Only the SBM, office staff and Senior Leaders may view the recorded footage in accordance with the objectives of the CCTV system.

The data is owned by the academy. The SBM is responsible for keeping records secure and allowing access to the records. Access will be provided only for the purposes stated in the yellow warning signs "public safety, crime prevention, detection and prosecution of offenders".

The system does not have sound recording capability.

Rights of Access

Individuals have the right to access their personal data and supplementary information. Subject Access Requests in relation to CCTV recordings should be made in line with the Cheshire Academies Trust Data Protection Policy.

<https://www.gov.uk/request-cctv-footage-of-yourself>

Monitoring and Review

This policy will be reviewed annually as required and/or in light of any statutory or advisory changes.

Complaints

Complaints regarding the academies use of CCTV should be made following the academy's complaints policy which is available from the website.