

ALAMEDA MIDDLE SCHOOL



INSPIRE • ACHIEVE • EXCEL

CCTV POLICY

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1. INTRODUCTION

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

The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from the main reception office and are available to the Site Agents and staff. Recording footage is kept for 31 days.

This policy follows GDPR and the Data Protection Act guidelines and will be subject to review annually to include consultation as appropriate with interested parties.

The CCTV system and data is owned by the school.

2. OBJECTIVES OF THE CCTV SYSTEM

- To protect the school buildings and their assets
- 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 identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school.

3. STATEMENT OF INTENT

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements of GDPR, the Data Protection Act and the 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 Act. The rights of individuals are outline on the schools privacy notices.



Cameras will be used to monitor activities within the school, 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 well-being of the school, together with its visitors.

Cameras are focussed on the school buildings and around entrances/exits. Static cameras do not focus on private homes, gardens and other areas of private property. Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without an authorisation being obtained using the school's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

4. OPERATION OF THE SYSTEM

The scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code. The day-to-day management will be the responsibility of both the Senior Leadership Team (SLT) and the Business Manager during the day and the Site Agents out of hours and at weekends.

The CCTV system will be operated 24 hours each day, every day of the year. Footage is kept for 31 days.

