



**Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this policy for Closed Circuit Television System (CCTV) will help us achieve this goal.**

### Closed Circuit Television System (CCTV)

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Barnham Primary School (the **School**). It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the **System**).

The System is administered and managed by the School, who act as the Data Controller. This policy will be subject to review, and should be read with reference to the School's Data Privacy Policy.

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds.

The cameras installed at Barnham Primary School are as follows:

Camera	Audio	Privacy Setting	Location	Area Covered	Type
1	On & speaker	Neighbours windows covered	By Flagpole	Front path and gate to building	8MP CCTV Bullet Camera 2.8 - 12mm motorized varifocal lens - audio and speaker
2	Off	Neighbours windows covered	Side of building on electricity room wall	Front of hall and front entrance	8MP CCTV Turret Camera Fixed Lens - audio
3	Off		Front Office in side	Front Office	4MP Standard Fixed Lens Camera - audio
4	Off	Neighbours windows covered	Side of building on electric/gas meter wall	Side of building leading and path to playground gates.	4MP CCTV Turret Camera Fixed Lens with built in LED Lights - audio
5	Off		Under canopy by Early Years entrance	Early Years and Longhouse	8MP CCTV Turret Camera Fixed Lens - audio
6	Off	Neighbours windows covered	Outside on Tite Room wall	Side of building facing toward playground.	8MP CCTV Turret Camera Fixed Lens - audio
7	Off	Neighbours windows covered	Side of building by outside stage	Side of building facing toward playground and basketball court.	8MP CCTV Turret Camera Fixed Lens - audio





8	Off		Outside on Year 1/2 wall	Side of building facing the mound covering Yr 3/4 exits.	8MP CCTV Turret Camera Fixed Lens - audio
9	Off		Outside fire exit by SENCO Office	Viewing Orchard Shed and mound.	8MP CCTV Turret Camera Fixed Lens - audio
10	Off		Outside Staffroom	View of back of building covering Yr 5/6 windows and garage.	4MP CCTV Turret Camera Fixed Lens with built in LED Lights - audio
11	Off		Outside Studio fire exit	View of side gate, boiler house, Head and Deputy's windows.	4MP CCTV Turret Camera Fixed Lens with built in LED Lights - audio
12	Off	!	In Boiler House	Boiler Controls	6MP CCTV Turret Camera Fixed Lens - audio

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

## 1 Objectives of the System

- 1.1 To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- 1.2 To protect the School buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.
- 1.3 To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- 1.4 To monitor the security and integrity of the School site, visitors and deliveries.
- 1.5 To monitor compliance with the school's policies, procedures and investigate suspected breaches.
- 1.6 To monitor and uphold discipline among pupils in line with the school's policies.

## 2 Positioning

- 2.1 Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives.
- 2.2 Adequate signage has been placed to inform staff, visitors and pupils that they are entering a monitored area.
- 2.3 No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and toilet facilities.





2.4 No images of public spaces will be captured except to a limited extent at site entrance.

### 3 Maintenance

3.1 The CCTV System will be operational 24 hours a day, every day of the year.

3.2 The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.

3.3 The System will be checked and serviced annually.

### 4 Supervision of the System

4.1 Staff authorised by the School to conduct routine supervision of the System include Headteacher and Facilities Manager.

4.2 Recorded images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

### 4.3 School Personal Viewing Images and Recordings

Recordings	Images
Headteacher	Headteacher
School Business Manager	School Business Manager
IT/Facilities Manager	IT/Facilities Manager
Safeguarding Leads	Safeguarding Leads
Chair of Trustees	Chair of Trustees
Health and Safety Trustee	Health and Safety Trustee
	Finance Administrator
	Front Office Administrator

### 5 Storage of Data

5.1 The day-to-day management of recorded images will be the responsibility of Facilities Manager who will act as the System Manager, or such suitable person as the System Manager shall be appointed in his or her absence.

5.2 Images will be stored for a maximum of 50 days, and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.

5.3 Where such data is retained, it will be retained in accordance with the Act and our Data Privacy Notice. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.

### 6 Access to Images

6.1 Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).





- 6.2 Individuals also have the right to access personal data the School holds on them, including information held on the System, if it has been kept. The School will require specific details including time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.
- 6.3 The System Manager must satisfy themselves of the identity of any person wishing to view stored images and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:
- 6.3.1 Where required to do so by the Headteacher, the Police or some relevant statutory authority;
  - 6.3.2 To make a report regarding suspected criminal behaviour;
  - 6.3.3 To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
  - 6.3.4 To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
  - 6.3.5 To assist the School in establishing facts in cases of unacceptable visitor to School behaviour;
  - 6.3.6 To the School's insurance company where required in order to pursue a claim for damage done to insured property; or
  - 6.3.7 In any other circumstances required under law or regulation.
- 6.4 Where images are disclosed under 6.3 above a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

## **7 Complaints and queries**

- 7.1 Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to the School's Headteacher.





## CCTV FOOTAGE ACCESS REQUEST

The following information is required before the School can provide copies of or access to CCTV footage from which a person believes they may be identified.

Please note that CCTV footage may contain the information of others that needs to be protected, and that the School typically deletes CCTV recordings after a maximum of **50** days.

Name and address: (proof of ID may be required)	
Description of footage (including a description of yourself, clothing, activity etc)	
Location of camera	
Date of footage sought	
Approximate time	

Signature			
Print Name		Date	

**\* NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.**

