

#### CCTV Policy

#### February 2023

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1. **What is the purpose of having CCTV?**

Our CCTV system is used to enhance the overall sense of wellbeing, safety and

security for all our community, whether inside the school building or outside.

The recordings from all cameras will be used to assist school leaders in

appropriately investigating incidents. Any investigation must be both just and fair. Recordings may be used for investigating the following issues:

* physical damage
* bullying/anti-social behaviour/unsafe behaviour
* smoking/H&S considerations
* misbehaviour
* criminal damage
* safeguarding pupils and staff

It is our primary intention that the presence of the CCTV system will in itself

encourage positive behaviour and commitment to the schools’ mission and vision.

1. **General considerations for the system**

Our CCTV system must:

* respect privacy, be non-invasive
* be used in accordance with the law – UK GDPR, Human Rights Act 1998
* be restricted to school leaders who will have direct access via the systems hardware and software.
* only allow storage for 30 days on a hard drive and then be deleted permanently.
1. **Operational use of the system.**

In using our system:

* the use of CCTV and the processing of any data will comply with GDPR.
* copies will only be made with the permission of the headteacher who must ensure that the reason fulfils the criteria in section 1. They must also ensure that such copied material is limited to the required incident.
* any requests for hard copies by the headteacher must be logged and then destroyed once it has been used.
* camera positions will respect privacy in toilet areas and will only be located
* in previously planned and agreed positions.
* recordings to be made available to Police, in the event of criminal investigation.
* servicing & maintenance will take place as and when needed.

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