

Lever Edge Primary Academy



CCTV Policy

Reviewed Autumn Term 2024

INTRODUCTION

Lever Edge Primary Academy uses CCTV images in order to provide a safe and secure environment, and prevent loss or damage on school property.

CCTV footage will **not** be used for routine monitoring of staff performance.

This CCTV Code of Practice is in place to ensure that CCTV is used responsibly and that both trust and confidence in its continued use are safeguarded.

The CCTV system in school currently comprises of 47 fixed cameras, located around the school.

The system **does not** have sound recording capability.

Statement of Intent

The CCTV system is owned and operated by the school, the deployment of which is determined by the Head Teacher.

Any changes to the CCTV monitoring system will be subject to consultation with staff.

The school's CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images captured, are covered by the Data Protection Act 1998.

All employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.

All employees who have access to the CCTV system are trained by the school data controller (the Head Teacher, acting on behalf of the Trustees) in their responsibilities under the CCTV Code of Practice. All operators are aware of the restrictions in relation to access and disclosure of recorded images.

CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including the school gates. In areas where CCTV is used in school, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area itself.

Access to CCTV Images

Access to recorded images from the CCTV system will be restricted to The Head Teacher (or his/her Deputy) and the school's I.T. Manager, who will only access the images in concert, when the need arises, e.g. in response to a crime, disturbance or other incidents which threatens the safe and secure environment of the school.

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Head Teacher, giving date, time and location of the images that they wish to access.

The school will respond to requests within 40 calendar days. A series of still pictures will be provided with the images of other people obscured.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals, or jeopardises an on-going investigation

Covert Monitoring

The school **may**, in exceptional circumstances, set up covert monitoring. For example: -

- **Where there is good cause to suspect that an illegal or unauthorised action is taking place, or where there are grounds to suspect serious misconduct**

Covert monitoring can only be authorised by the Head Teacher and the Chair of Governors, acting together, and with the advice of H.R.

Covert monitoring will cease following completion of an investigation.

Recorded data will not be retained for longer than is necessary. Whilst retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded (all retained data will be stored securely).

Complaints

Complaints and enquiries about the operation of CCTV within the school should be directed to the Head Teacher, in the first instance.

Appendix A – Checklist

This CCTV system and the images produced by it are controlled by the Head Teacher who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

Lever Edge Primary Academy has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

Action	Checked (Date)	By	Date of Next Review
Notification has been submitted to the Information Commissioner and the next renewal date recorded	25.05.24	Mrs K James (Head Teacher)	25.05.25
There is a named individual who is responsible for the operation of the system	Mrs K James (Head Teacher)		
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required	YES		
Staff and members of the school community will be consulted about the proposal to install new CCTV equipment	YES		
Cameras have been sited so that they provide clear images	YES		
There are visible signs showing that CCTV is in operation	YES		
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them	YES		
The recorded images will only be retained for 30 days (unless a crime or incident has occurred)	YES		
The organisation knows how to respond to individuals making request for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made	YES		
Checks are carried out to ensure that the system is working properly and produces high quality images (by the I.T. Manager)	YES		

Appendix B – CCTV Signage

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:-

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries

