

# Reedley Primary School

Reedley School Reedley Road Reedley Burnley BB10 2NE 01282 693688

[www.reedley.lancs.sch.uk](http://www.reedley.lancs.sch.uk)

Headteacher: Mrs Sarah Bell



## Reedley Primary School - Policy on CCTV

*Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Children at Reedley learn to become resilient and self-assured in a safe environment where challenge is key. Team Reedley are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.*

*(Mission statement)*

### Introduction

- 1.1 Reedley Primary School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to protect the school buildings and assets of the school, to assist in managing the school, to provide a safe and secure environment for pupils, staff and visitors, to prevent the loss or damage to school property and to support the police in a bid to deter and detect crime.
- 1.2 The system comprises of a number of fixed cameras.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.
- 1.5 The CCTV is monitored centrally from the school admin offices by the School Business Manager, the Premises Manager and the Headteacher.
- 1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.
- 1.7 The school CCTV Policy will be reviewed annually
- 1.8 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

### 2 Statement of Intent

- 2.1 The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at: <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>
- 2.2 CCTV warning signs will be clearly and prominently placed.

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Signs will contain details of the purpose for using CCTV. In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

2.3 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.

### 3 Siting the Cameras

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

3.3 Members of staff should have access to details of where CCTV cameras are situated.

### 4 Storage and Retention of CCTV images

4.1 Recorded data will not be retained for longer than is necessary. While 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.

4.2 All retained data will be stored securely.

### 5 Access to CCTV images

5.1 Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

Staff members are able to request to view CCTV images, if it directly relates to them or the safety of children in their care.

### 6 Subject Access Requests (SAR)

6.1 Individuals have the right to request access to CCTV footage relating to themselves or children in their care, under the Data Protection Act.

6.2 All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them (or their child) to be identified. For example, date, time and location. Under these circumstances, images would be viewed on school premises only. Copies of any images would not be permitted.

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6.3 The school will respond to requests within 40 calendar days of receiving the written request and fee.

6.4 A fee of £10 will be charged per request.

6.5 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation or if other people are on the footage.

6.6 The school may request legal advice to support making the decision.

### 7 Access to and Disclosure of Images to Third Parties

7.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

7.2 Requests should be made in writing to the Headteacher.

7.3 The data may be used within the school's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

### 8 Complaints

8.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

### 9 Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)
- [www.ico.gov.uk](http://www.ico.gov.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

CCTV Policy Reviewed September 2019, Next Review September 2021

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### Appendix A – Checklist

This CCTV system and the images produced by it are controlled by Ambreen Iqbal 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).

Reedley Primary School 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.

Notification has been submitted to the Information Commissioner and the next renewal date recorded.		
There is a named individual who is responsible for the operation of the system.		
A system had 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.		
Staff and members of the school community will be consulted about the proposal to install CCTV equipment.		
Cameras have been sited so that they provide clear images.		
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.		
There are visible signs showing that CCTV is in operation. Contact details are displayed on the sign(s).		
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.		
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.		
Except for law enforcement bodies, images will not be provided to third parties.		
The organisation knows how to respond to individuals making requests 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.		
Regular checks are carried out to ensure that the system is working properly and produces high quality images.		

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### 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
- This sign is displayed at the start of the CCTV zone.



This sign is displayed throughout the CCTV zone

