

MAYBURY PRIMARY SCHOOL

CCTV Policy

Created: November 2018

Reviewed: Summer 2026



engage enrich excel academies



Maybury Primary School

Produced: November 2018
Reviewed: May 2026
Next Review: Summer 2028

Mission

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision statement

Believe. Achieve. Succeed.

CCTV Policy

Introduction

CCTV systems are installed in premises for the purpose of enhancing security of the building and its associated equipment as well as creating awareness among occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day.

Review of this policy shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

CCTV processing information is included within the school's Privacy Notices.

Objectives

The purpose of the CCTV system is to assist the school in reaching these objectives:

- protecting the School buildings and school assets, both during and after school hours
- To protect pupils, staff and visitors against harm to their person and/or property.
- To increase a sense of personal safety and reduce the fear of crime.
- To protect the school buildings and assets.
- To support the police in preventing and detecting crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence
- To assist in managing the school.

The system does not have sound recording capability. CCTV warning signs will be clearly and prominently placed at the main external entrance to the School.

Purpose Of This Policy

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. The CCTV system used by the school comprises:

Camera	Location	Sound	Recording Capacity	Swivel/ Fixed
1	Sited: Main building – side (external) Viewing: Outside Nursery. Pupil footpath	N	Y	F
2	Sited: Main building – rear (external) Viewing: From staff entrance across car park	N	Y	F
3	Sited: Piccadilly Building (near camera 1) Viewing: Playground and partial Jubilee building	N	Y	F
4	Sited: Main building – side (external) Viewing: Vehicle access gates and kitchen entrance	N	Y	F
5	Sited: Jubilee Building (external) Viewing: Walton Road boundary	N	Y	F
6	Sited: Jubilee Road (external) Viewing: Portugal Road boundary	N	Y	F
7	Sited: Nursery (external) Viewing: Pupil entrance gates	N	Y	F
8	Sited: Main building entrance lobby (internal) Viewing: Lobby area, entrance doors	N	Y	F

Legal and Regulatory Compliance

Notification has been submitted to the Information Commissioner and the next renewal date has been recorded.

The CCTV system will seek to comply with the requirements both of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and with current Information Commissioner's Office (ICO) guidance relating to video surveillance systems.

The lawful basis for processing CCTV images is the school's public task in ensuring the safety and security of pupils, staff, visitors and property.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under UK GDPR.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the system 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.

Operation of the CCTV System

The system does not have sound recording capability.

Warning signs, as required by the ICO guidance relating to video surveillance systems will be clearly visible on the site and make clear who is responsible for the equipment.

Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

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. In the absence of compelling a need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for 14 days, unless required for an ongoing investigation, safeguarding matter, disciplinary process or legal proceedings.

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed, and care will be taken to ensure that reasonable privacy expectations are not violated.

Access to recorded images will be restricted to the staff authorised to view them and will not be made widely available. Supervising the access and maintenance of the CCTV System is the responsibility of the Headteacher. The Headteacher may delegate the administration of the CCTV System to another staff member. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

Access to the CCTV system and data shall be password protected and knowledge of this password will be limited to authorised individuals (Premises Manager, Office staff) and appropriate members of the senior leadership team as determined by the Headteacher.

The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the school does not guarantee that it will be working during these hours.

The school will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by providing clear, usable images. The school will not undertake covert surveillance except where lawful, necessary and authorised in accordance with relevant legislation and guidance.

Retention and Storage of Images

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. In the absence of a compelling need to retain

images for longer (such as an ongoing investigation or legal action), data will be retained for 14 days, unless required for an ongoing investigation, safeguarding matter, disciplinary process or legal proceedings.

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed, and care will be taken to ensure that reasonable privacy expectations are not violated.

Access to CCTV Images

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

Supervising the access and maintenance of the CCTV System is the responsibility of the Headteacher. The Headteacher may delegate the administration of the CCTV System to another staff member.

When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

Access to the CCTV system and data shall be password protected and knowledge of this password will be limited to authorised individuals (Premises Manager, Office staff) and appropriate members of the senior leadership team as determined by the Headteacher.

Where a person other than the managers designated above requests access to the CCTV data or system, the Headteacher must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists, access will be refused.

The school may withhold images where disclosure would adversely affect the rights and freedoms of others.

Details of all visits and visitors will be recorded in a system log book including time/date of access, details of images viewed and the purpose for so doing.

Disclosure of CCTV Images

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

Only authorised staff with a legitimate operational reason may access recordings.

A record will be maintained of the viewing or release of any downloaded media to the police or other authorised applicants.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.

If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However, very careful consideration must be given to exactly what the Court order requires.

If there are any concerns as to disclosure, then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

Applications received from outside bodies (e.g. solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's Data Protection Officer.

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.

Data Protection Impact Assessments

The School will perform a Data Protection Impact Assessment when installing new cameras or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems, to ensure that the use is necessary and proportionate and addresses a pressing need identified.

Complaints about the Use of CCTV

Any complaints in relation to the school's CCTV system should be in line with the school complaints policy. This can be found on the school website.

Request for Access by The Data Subject

Requests will be processed in accordance with UK GDPR, the Data Protection Act 2018 and applicable statutory timescales.

Links with other policies

- Data Breach Policy
- Freedom of Information Policy and Publication Scheme
- Data Protection Impact Assessment Policy
- Child Protection and Safeguarding policy
- Privacy Notices

Data Protection Officer

The Data Protection Officer is responsible for overseeing data protection within Maybury Primary School so if you do have any questions in this regard, please do contact them on the information below: -

Data Protection Officer: Craig Stilwell

Company: Judicium Consulting Ltd

Address: 5th Floor, 98 Theobalds Road, London WC1X 8WB

Email: dataservices@judicium.com

Website: dataservices@judicium.com

Telephone: 0345 548 7000 (Option 1, then 1)