



*'It's awesome at Ayresome'*

## **Use of Closed Circuit Television (CCTV) on School Site Policy**

At Ayresome Primary School we are committed to keeping all areas of our site safe for those children and adults who use it. The use of CCTV on site means that we can deter incidents of damage to property or loss of property. It will also enable us to reduce crime and monitor the school buildings during the school holidays. This policy provides further information about how we use, monitor and store our images captured by CCTV.

The use of CCTV on our site and all associated images are covered by the General Data Protection Regulations (GDPR) and the Human Rights Act 1998. We use CCTV solely for the purposes of security and the cameras are positioned in areas used by large numbers of people. In addition to this policy, we hold a Data Protection Impact Assessment giving precise details of the location and position of cameras and the reason that CCTV is being used in that particular location. It also describes the suitability of CCTV over other methods of security and how it will be accessed.

Our CCTV system comprises of a number of fixed and dome cameras. They are owned and operated by our school and the deployment of the CCTV is determined by the Headteacher. The Headteacher and the Data Protection Officer have a map indicating where the live cameras are situated. The cameras are sited so that they only capture images relevant to the purposes for which they are installed. They are linked to a centrally located device and monitor and access is limited to five members of staff only. The five members of staff who have password protected access to the data collected on the CCTV are; the Headteacher (Ms L F Biggin), the Deputy Headteacher (Ms Amy Goring), the Data Protection Officer (Ms Becky Llamas), the School Business Manager (Ms Jan Holder) and the site caretaker (Mr Michael Watson) and the footage will not be made more widely available to school staff. In the event of any of the above named persons having to access the CCTV footage, this must be recorded in the CCTV log. Reasons must be provided for accessing the footage and evidence of any sharing of footage with police or another third party must be recorded. The CCTV system will record footage on a 24 day loop and so we will only have footage available to access that is under 24 days old.



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There is signage around our school site indicating that CCTV is in use on our premises. This allows all adults and children who use our site to understand that images are being collected in certain areas and that this forms part of our site security. Staff and children who use our site everyday are aware that the CCTV cameras are located in shared areas used by many people and that we do not have cameras in classrooms, the staffroom or toilets.

All individuals have the right to access any personal data collected on themselves under the General Data Protection Regulations as a Subject Access Request (SAR). All SARs should be made in writing to the Headteacher providing sufficient information in order for the data relating to them to be identified. Once received, this SAR will be actioned within one calendar month. 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.