



Alleyne's

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CCTV POLICY

September 2023

Alleyne's Academy

CCTV Policy and Procedure

Introduction

The purpose of this policy is to state how our establishment deals with the requirements of the law, particularly the Data Protection Act 1998, in respect of our use of the CCTV system in the school.

The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass, vandalism and the safety of staff, students and visitors to the site. Static and remotely operated cameras enable this purpose.

Responsible persons:

Karen Lockett, Head Teacher

Anne Jones, Director Business and Finance

Our Policy

1. To inform all who come onto the school sites that CCTV is in use.
2. To ensure the prevention of intrusion of privacy for our neighbours.
3. To keep images from CCTV secure and controlled by authorised personnel.
4. To maintain all CCTV equipment in working order.
5. To manage the output in a responsible way having quality control and replacement arrangements.
6. To provide retention of images within the stated purpose only.
7. To state the manner and means of destroying stored images.
8. To have access restrictions to unauthorised personnel.
9. To comply with the Freedom of Information Act 2000

Arrangement procedures

The following arrangements are in place in order to meet the aims of the policy:

1. All users of the site will be notified of the use of CCTV by appropriate signage throughout the school's sites.
2. All camera views of the school's sites that take in the neighbouring houses and gardens will have appropriate pixilation to only reveal the desired viewpoint.
3. The images that are recorded will be held in a secure location and can only be accessed by authorised users.
4. The secure location for viewing live images will be in the following locations – SLT offices, IT office, the office in the sports centre and the Acrem room.
5. Senior management and anyone with express permission of the headteacher will be able to view the live image display and be able to review / access recorded images to achieve the stated purpose.
6. Within the purpose of the CCTV system such images may be shared with the Police Enforcement Agency if deemed necessary by the Senior Leadership Team.
7. The images will be digitally recorded on a rolling program of 21 days. Unless required for evidence purposes, this retention will automatically overwrite the oldest images.
8. The picture quality maintenance and service / repair of the equipment will be carried out by an approved contractor.
9. Any retention of images kept on the server will be kept until they are no longer required and overwritten in the normal way.
10. Any downloaded images can only be made with the Senior Leadership Team's consent to a digital disc and can only be made available to those who are responsible to achieve the stated legitimate purpose.
11. All copies of downloaded images will be catalogued, and these images will be destroyed after they are no longer required.

12. Any request to access images from our system from third party groups i.e. Police or other agencies, must follow the designated protocol on form CCTV / 1
13. Individual third parties applying under the Freedom of Information Act 2000 must submit a request in writing and complete the request form CCTV / 2, together with the appropriate fee of £15 to cover administration costs.

User responsibilities

All users have the following responsibilities:

1. To uphold the arrangements of this policy.
2. To handle images / data securely and responsibly within the aims of the policy. Staff need to be aware they could be committing a criminal offence if they misuse CCTV images.
3. To uphold the recorded procedure for subject access requests.
4. To report any breach of procedure to the Senior Leadership Team.
5. To attend training / refresher sessions as required.

Training

The following training will be undertaken by the school:

The approved contractor will train staff in the practical use of the CCTV system, which will then be cascaded to relevant authorised operational staff.

References

The following internal documents and official publication should be referenced in conjunction with this policy.

Alleyne's Academy forms	CCTV / 1, CCTV / 2.
Staffordshire.gov.uk	CCTV guidance
ICO CCTV Code of Practice:	www.ico.gov.uk