



CCTV Policy

Introduction

The purpose of this policy is to regulate the management and operation of the closed circuit television (CCTV) system and to inform data subjects (including pupils, visitors, staff and members of the public) of their rights in relation to personal data recorded on the system. The system is managed by the school, who act as the Data Controller. The policy complies with guidance from the [ICO](#), will be reviewed regularly and should be considered alongside the School's Data Protection Policy and Privacy Notices.

Objective

Appledore School uses CCTV images to monitor the car park and main entrance to the school in order to ensure we provide a safe and secure environment for pupils, visitors and staff.

Positioning and Maintenance

The system comprises two fixed cameras, both in plain sight, on the staff building and the main building, near the office. There are clear warning signs placed in this area. The locations have been selected as the school reasonably believes the area requires monitoring to address the stated objectives. These will not be used for covert monitoring or monitoring of private property and any changes to the system will be subject to consultation with staff and the wider school community. The CCTV system will be operational 24 hours a day every day of the year, and will be periodically monitored to confirm it is properly recording and the cameras are functioning correctly.

Supervision of the System and Storage of Data

Staff authorised by the school to conduct routine supervision of the system may include SLT and office staff. Images will be viewed in a private and secure area to minimise the likelihood of unauthorised access. Images will be retained for an appropriate length of time and then over-written, unless the school considers it necessary for the objectives above or if lawfully required by a third party such as the police. In these instances, images will be retained in accordance with GDPR and a log will be kept detailing the reasons for retention.

Access to Images

Individuals have the right to access personal data the school holds on them, including information held on the system if it has been retained. The school will require specific details including a time and date before it can respond to such requests. The right is subject to certain exemptions from access, including in some circumstances where others are identifiable. The following are examples of when access may be granted:

- Where required to do so by the police
- To the school's insurance company where required in order to pursue a claim for damages
- In any other circumstances required under law or regulation

Where images are disclosed, a log will be made of all information, including who has viewed the images, time and date of access, reason for viewing, details of images viewed, and a crime incident number (if applicable). Applications to be made at <https://forms.gle/d2QUkvrSYvChJXed9>

Complaints and Queries

Any queries about the system can be made to the office on 01237 474365 or admin@appledoreprimary.co.uk. Complaint can be made following the school Complaints Policy.