



CCTV Policy
November 2018
(To be reviewed 2019)

1. Definitions

- Data Controller – Whinney Banks Primary School Data Controller for CCTV is Mr Terry Dearden, Buildings Manager.
- CCTV Operator – Employees of Whinney Banks Primary School with permission to operate the CCTV and to retrieve footage.

2. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Whinney Banks Primary School. The system comprises a number of static cameras located around the school site. All cameras can be monitored from the Main School office. Images are stored on the hard drive which is automatically overwritten after 7 days.

This code follows Data Protection Act guidelines.

The CCTV system and data is owned by Whinney Banks Primary School.

3. Objectives

Objectives of the CCTV system is:

- To protect the school buildings and assets of the school.
- To increase personal safety and reduce the fear of crime.
- To support the Police in a bid to deter and detect crime.
- To assist in managing the school.

- **Statement of intent**

The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements of the Data Protection Act.

Whinney Banks Primary School will treat the system and all information, documents and recordings obtained and used as data, which are protected by the Data Protection Act.

Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and its staff, students and visitors.

Cameras are focussed on the school buildings and around entrances/exits.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident.

Release to the media would only be allowed with the authority of the Head Teacher and the written authority of the police if they required this as part of a police investigation.

Warning signs, as required under the Data Protection Act, have been placed at key points in the building.

4. Complaints

Any complaints about the schools CCTV system should be addressed to the Head Teacher, Mrs S Thorpe.