



## **CCTV POLICY**

***We walk by faith and not by sight: 2 Corinthians 5:7***

## **Introduction**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at St. Paul's C of E Academy.

The system comprises of a number of fixed, dome and remote cameras located on and around the site. All cameras are monitored via access to secure servers and are only available to the Site Manager.

This policy follows Data Protection guidelines and the Information Commissioners Office CCTV code of practice (May 2015).

The Policy will be subject to review bi-annually to include consultation as appropriate with interested parties.

## **The CCTV system is owned by the Academy.**

Objectives of the CCTV scheme

To protect the school building and assets

To increase personal safety and reduce the fear of crime

To support the Police in a bid to deter and detect crime

To protect members of the public and private property

To reduce fly tipping in the surrounding area of the property

## **Statement of intent**

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act and will seek to comply with the requirements of the Data Protection Act, UK GDPR and the Commissioner's Code of Practice.

The Academy will treat the system and all recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities outside of the Academy building within and outside of the perimeters 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 well being of the Academy, together with its visitors and contractors.

Cameras are not focused on private homes, gardens and other areas of private property and should not be directed to do so.

Recordings or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the police for use in the investigation of a specific crime.

Recordings will never be released to the media.

The planning and design has endeavoured to ensure that our CCTV 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.

Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed outside on the perimeter fences.

### **Operation of the system**

The CCTV hub will be administered and managed by the Site Manager in accordance with the principles and objectives expressed in the code.

The day-to-day management will be the responsibility of the Site Manager and IT support where necessary.

The CCTV system will operate 24 hours each day, every day of the year.

Recordings are stored on hard drives for 8 days and are wiped at expiry or retained for investigatory purposes if required.

### **System functionality & Access**

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

Access to the CCTV system will be strictly limited to the Site Manager.

Staff must not direct cameras at an individual or a specific group of individuals.

Cougar Monitoring monitor the system, during the evening and overnight, when the Academy is closed and will report any activity directly to the Site Manager. The CCTV system and cameras are annually maintained.

Access to the servers (physically or remotely) is limited to IT technicians from SIPS IT. Access is password protected. Server rooms are secured both during the working day and during the night. Cupboards containing the recording equipment and monitor is locked.

## **Liaison**

Server hard drives are used to record pictures to continuously.

Recordings may be viewed by the Police for the prevention and detection of crime or for supervisory purposes, authorised demonstration and training.

Viewing of recordings by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under the Data Protection Act.

8.5 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 of this Code. Media will only be released to the Police on the clear understanding that the media remains the property of the Academy, and both the media and information contained on it are to be treated in accordance with this code. The Academy also retains the right to refuse permission for the Police to pass to any other person, the media or any part of the information contained thereon. On occasions when a Court requires the release of an original recording this will be produced from the secure evidence store, complete in its sealed bag.

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

Applications received from outside bodies (e.g. solicitors) to view or release media will be referred to the Principal. In these circumstances the media will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

Breaches of the code (including breaches of security)

Any breach of the Code of Practice by Academy staff will be initially investigated by the Principal, in order for them to take the appropriate disciplinary action.

Any serious breach of the Code of Practice will be immediately investigated. Monitoring, including random operating checks, will be carried out by the Site Manager.

## **Complaints**

Any complaints about the CCTV system should be addressed to the Principal.

Complaints will be investigated in accordance with Section 9 of this Code.

## **Access by the Data Subject**

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made to the Principal.

## **Public information**

Copies of the Code of Practice can be downloaded from the Information Commissioner Website.

**Reviewed: March 2025**  
**Agreed: April 2025**  
**Review Date: April 2027**

