



CCTV Policy

September 2020

Review Date: November 2020

Next Review Date: September 2021

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Mill Hill Primary Academy. A static system is in use.

Purpose

The purposes for which the CCTV Systems are used are:

- To increase personal safety of pupils, staff and visitors, and reduce the risk of crime
- To protect the school buildings and their assets
- To assist in managing the school and ensure the security of the staff and children working on the site and visitors to the site..
- To support the Police in a bid to deter and detect crime.
- To assist in identifying, apprehending and potentially prosecuting offenders.

Responsible people

The people who have been appointed to oversee the system and procedures are the administrative team working in the office and front office areas and the Site Team, The day-to-day management will be the delegated responsibility of the Site Manager Mr Seabourne and the School Business Manager, Mrs Yates.

Notification

The school will notify visitors to the site of the use of CCTV by the use of signs and when they sign in at the main reception via our school information leaflet. In addition to this parents will be informed through this policy, which will be available on the school website.

Security

The images that are filmed will be held in a secure location and can only be accessed by those who are authorised to do so.

The medium onto which we record images is: Hard disc drive

It will be replaced as follows: New recorded images overwrite the oldest stored images, typically after approximately 21 days though the period for which images are held may be shorter or longer than this

Maintenance

A regular maintenance programme is in place and will be carried out by the IT technician and service provider.

Cameras will be checked every half term by the site manager.

Retention Period:

Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is typically 4 weeks or less and any footage that is over this period will be destroyed in the following manner:

- Digital Images will be deleted by being overwritten.

Viewing

The locations that will be used for viewing of any images will be the main office at the front of the school. The senior leadership team, business manager, site manager, IT technician and Chair of Governors are authorised to access the images collected.

Images will only be seen by 3rd Parties if authorised by the Principal.

Should any images be required by the Police, we will follow this protocol:

- The request must be in written form, specifying the date and time (as far as possible) of the image.
- The rank of the requesting officer must be Sergeant or above
- The school must provide a response to a request within 30 days
- If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

Should any images be required under GDPR, we will follow this protocol:

- The request must be in written form, specifying the date and time (as far as possible) of the image.
- We will consult our legal representative and or the ICO to ensure we are following all legal requirements.
- The school must provide a response to a request within 30 days.
- If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

School Closures:

During times of school closure, the CCTV system will continue to operate as normal and will be maintained and monitored by the site manager, school business manager and IT Technician.

This policy is published under the Freedom of Information Act and is available by contacting the Principal

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