



The Priory School of Our Lady Of Walsingham



CCTV Policy

Reviewed by: Executive Committee

On: 2 November 2024

Next review due: September 2025

Signature of Principal

CCTV POLICY Safeguarding Statement. The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

Priory School recognises the importance of a safe and secure learning environment for all pupils and staff. This policy outlines the school's approach to using Closed Circuit Television (CCTV) to enhance security and protect the well-being of the school community. This policy is compliant with the UK's Data Protection Act 2018 and the guidance provided by the Information Commissioner's Office (ICO).

Purpose of CCTV

The primary purpose of CCTV is to:

- Deter crime and anti-social behaviour on school grounds.
- Aid in the investigation of incidents and accidents.
- Assist in the recovery of stolen property.
- Monitor the safety and security of pupils and staff.

Scope

This policy applies to all areas of the school premises where CCTV cameras are installed, including:

- School buildings and grounds: main carpark, outside Room 22, outside Room 17
- Entrances and exits: Main Foyer and Conservatory
- IT Room

Location of Cameras

CCTV cameras will be clearly visible and prominently marked with signage indicating their presence. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as toilets.

Data Protection and Privacy

Priory School is committed to protecting the privacy of all individuals. The following principles will be adhered to:

- **Purpose Limitation:** CCTV footage will only be used for the purposes outlined in this policy.
- **Data Minimisation:** Only the minimum amount of personal data necessary will be collected and retained.
- **Accuracy:** CCTV footage will be accurate and kept up-to-date.
- **Confidentiality:** Access to CCTV footage will be restricted to authorised personnel on a need-to-know basis.
- **Security:** Appropriate security measures will be in place to protect CCTV footage from unauthorised access, loss, or damage.

Retention of Footage

CCTV footage will be retained for a maximum of 31 days, unless required for an ongoing investigation or legal proceedings.

Access to Footage

Access to CCTV footage will be strictly controlled and limited to authorised members of staff, such as:

- The DSL and Deputy DSLs
- Members of the SLT
- Law enforcement agencies (with proper authorisation)
- Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The school will respond to requests within 30 calendar days of receiving the request in line with the school's Data Protection Policy.

Review and Updating of the Policy

This policy will be reviewed annually to ensure its continued effectiveness and compliance with relevant legislation and guidance.

Additional Considerations

- **Training:** we will ensure that staff who have access to CCTV footage are trained on data protection and security best practices.

Authorised by the Principal, Mr David EJJ Lloyd

September 2024