

Ebor Gardens Primary Academy and Victoria Primary Academy



EBOR GARDENS
Primary Academy



VICTORIA
Primary Academy

POLICY FOR CLOSED CIRCUIT TV

Approved by the Governing Body on the 24th January 2017

Review date January 2018

Debra Simpson

Executive Principal

CLOSED CIRCUIT TV POLICY (CCTV)

Ebor Gardens Primary Academy & Victoria Primary Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

1. Definitions

- "the school" – **Ebor Gardens Primary Academy/ Victoria Primary Academy**
- "Data Controller"- The school's Data Controller for CCTV is Mrs Debra Simpson
- "Site Manager"- The school's Site Manager (s).
- "CCTV Operator"- Employees of the school with the skills and permission to operate the CCTV and 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 the school. The system comprises a number of static cameras located around the school site. All cameras can be monitored from the ICT cupboard – Early Year entrance. (EGPA) Main Office (VPA)

This Code follows Data Protection Act guidelines.

The CCTV system and data is owned by the school.

3. Objectives of the CCTV system

- 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.

4. 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 both of the Data Protection Act and Commissioner's Code of Practice.

The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers 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, playgrounds and around corridors in school.

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 written authority of the police if this was required by them as part of a police investigation.

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