



## **Polisi CCTV / CCTV Policy**

### **What is the purpose of the CCTV?**

- To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- To protect the school buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.
- To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the school site and deliveries and arrivals. - To monitor and uphold behaviour among pupils in line with the school behaviour policy

### **Where is the CCTV positioned?**

- Locations have been selected, both inside and out, that the school reasonably believes require monitoring to address the stated objectives.
- Adequate signage has been placed in prominent positions to inform staff, pupils, parents and visitors that they are entering a monitored area.
- No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.
- No images of public spaces will be captured except to a limited extent at site entrances.

### **Who can access the CCTV images?**

- Images will only be shown to authorised persons, under the supervision of the headteacher, or in the absence of the headteacher, the deputy headteacher.
- Individuals have the right to access the personal data the school holds on them, including information held on the system if it has been kept. The school will require specific details including at minimum the time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.
- The headteacher must be satisfied of the identity of any person wishing to view stored images or access the system and the legitimacy of the request.
- The headteacher may authorise access to CCTV images where required to do so
  - o by the police,
  - o some relevant statutory authority,



- o to make a report regarding suspected criminal behaviour,
- o to examine behaviour which may give rise to any reasonable safeguarding concern o to establish facts in cases of unacceptable pupil behaviour
- o in any other circumstances required under law or regulation.

**How does a person request access to information held on CCTV? (subject access request)**

- Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the school's subject access request policy.
- All requests should be made in writing to the headteacher or the deputy headteacher. 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. (see form attached to this policy)
- When such a request is made a member of the I.T Team as the CCTV system administrator will review the CCTV footage, in accordance with the request.
- If the footage contains only the individual making the request then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request.
- If the footage contains images of other individuals then the school must consider whether:
  - o The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
  - o The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
  - o If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.
- The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.
- The school will consult with the local authority legal services with any requests / queries that are not covered within this policy.

Arwyddwyd / Signed: G.K. Rosevear

Reviewed Spring 2024