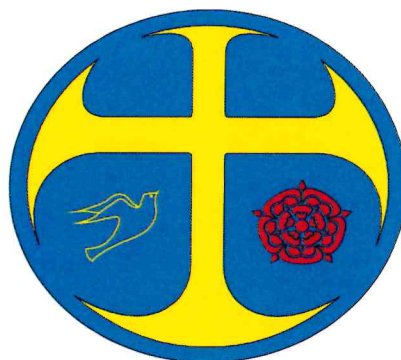


All Saints' Roman Catholic High School, A Voluntary Academy

**part of
Romero Catholic Academy Trust**



Luceat Lux Vestra

CCTV POLICY

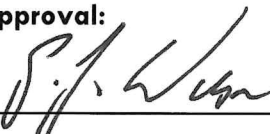
Updated: Spring 2023

To be reviewed: Spring 2026

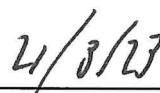
Responsibility of: Data Protection Officer


Approved by: Resources Committee

Policy Approval:

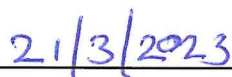


Signature of Headteacher


Date



Signature of Committee Chair/Vice-Chair


Date

Mission Statement

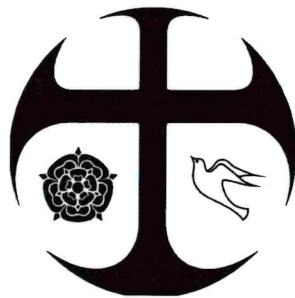
All Saints' is a school where the Catholic faith is taught,
lived and celebrated.

We will educate the whole person
spiritually, morally and intellectually.

We embrace Catholic values in all we do
and in all our relationships.

We will identify and cater for the individual student's
needs and prepare them for
responsible participation in society.

Our aim is to follow Christ's teaching,
as found in the Gospels,
in everything we do.



CCTV Policy

Introduction

We are: 'All Saints' Roman Catholic High School, A Voluntary Academy' (the School), part of 'Romero Catholic Academy Trust' (the Trust).

This policy outlines the school's use and management of Closed Circuit Television (CCTV).

The School uses CCTV images to monitor the movement and behaviour people on site and to monitor the school buildings, in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent crime or the loss or damage to school property. CCTV monitoring will never be used in any observing or monitoring a member of staff's performance.

In the planning and design of the CCTV system, the school has endeavoured to ensure that the 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.

Statement of Intent

This policy was developed to comply with the Surveillance Camera Code of Practice (First Published in June 2013, Amended November 21) to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

<https://www.gov.uk/government/publications/update-to-surveillance-camera-code>

The use of CCTV and the associated images and any recordings is covered by the Data Protection Act 2018.

This policy should be read in conjunction with the School's Information Governance Policy, available online at: <https://www.allsaintshigh.lancs.sch.uk/policies/>

The School's Data Protection Officer is Mrs Kate Hodson, School Office Manager.

The School will perform a Data Protection Impact Assessment when installing or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary and proportionate and address a pressing need identified

The School is registered as a Data Controller with the Information Commissioner under the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

Systems and Users

There are two systems operating within the school. One system covers the external areas of the school and the reception area. A separate system covers the communal areas of the open-plan unisex pupil toilets.

Both systems operate a number of fixed cameras and the systems do not have sound recording capability.

CCTV warning signs will be clearly and prominently placed at the main external entrance to the School. In areas where CCTV is used within the building, the School will ensure that there are prominent signs placed within the controlled area.

The CCTV systems are owned and operated by the school.

The external/reception CCTV system is monitored centrally from the Reception desk by the Receptionist and the Network Manager.

The pupil toilet area CCTV system is not continuously monitored. The footage is recorded to a secure DVR and will be reviewed where necessary by authorised operators and employees.

All operators are given appropriate training in their responsibilities.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.

All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

Position of Cameras

Cameras are sited so that they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated.

School have endeavoured to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

The school will make every effort to position cameras so that their coverage is restricted to the school premises, including indoor and outdoor areas.

CCTV will not be used in classrooms, but will be used in corridors, stairs and outside areas, which are areas within school that have been identified as not being easily monitored.

Members of staff may be provided with details of where CCTV cameras are situated.

Storage and Retention of CCTV images

Recorded data will not be retained for longer than is necessary.

While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

All retained data will be stored securely.

Access to CCTV images

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

Supervising the access and maintenance of the CCTV System is the responsibility of the Headteacher. The Headteacher may delegate the administration of the CCTV System to another staff member.

When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

Access to and Disclosure of Images to Third Parties

Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Data Protection Officer, care of the school.

The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act, as described in the Information Governance Policy.

Policy Review

The Data Protection Officer is responsible for monitoring and reviewing this policy.. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

Enquiries and Complaints

Enquiries about the operation of CCTV within the school should be made in writing to the Data Protection Officer, care of the school.

Complaints should be submitted according to the School's Complaints' Policy, available online at: <https://www.allsaintshigh.lancs.sch.uk/policies/>