

CCTV Policy

The Eden School



Approved by:	The Board of Governors	Date: 31 st of August 2024
Last reviewed on:	1 st September 2025	
Next review due by:	31 st August 2026	

Introduction

The **Eden School** uses Closed Circuit Television (CCTV) to provide a safe and secure environment for pupils, staff, and visitors, as well as to protect school property. This policy outlines the school's approach to the operation and management of the CCTV system and the responsibilities of those involved in its management and use.

2. Purpose of CCTV

The purpose of using CCTV at The Eden School is to:

- Promote a safe environment for pupils, staff, and visitors
- Deter and prevent crime, vandalism, and anti-social behaviour
- Assist in the identification, investigation, and prosecution of any criminal activity
- Protect the school's property and infrastructure
- Assist in the management of health and safety incidents

3. System Overview

The CCTV system at **The Eden School** consists of fixed cameras located strategically throughout the school premises, including:

- Entrances and exits
- Corridors
- Outdoor spaces such as playgrounds and car parks
- Other key areas identified as requiring surveillance for safety and security reasons

The system operates 24 hours a day, 7 days a week, and images are monitored only by authorised personnel.

4. Legal Framework

This policy has been developed in line with the following legislation and guidelines:

- Data Protection Act 2018
- UK General Data Protection Regulation (GDPR)
- Protection of Freedoms Act 2012
- Information Commissioner's Office (ICO) CCTV Code of Practice

5. Data Protection and Privacy

The CCTV system at **The Eden School** is managed in accordance with data protection principles to ensure that the privacy rights of individuals are upheld. The school recognises the need to balance the use of CCTV to maintain safety and security with the need to protect the privacy of pupils, staff, and visitors.

The Eden School adheres to the following data protection principles when managing CCTV:

- Data is processed lawfully, fairly, and in a transparent manner.
- Data is collected for specified, legitimate purposes and not used for other purposes.
- Data is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- Data is accurate and kept up to date.
- Data is stored for no longer than is necessary (CCTV footage is stored for a maximum of 30 days).
- Data is processed securely to protect against unauthorised access, unlawful processing, accidental loss, or damage.

6. Responsibilities

The Eden School is the data controller for the CCTV system and is responsible for ensuring that the system is used in compliance with this policy and relevant data protection laws.

Key responsibilities include:

- **Headteacher and SLT:** Overall responsibility for the management and operation of the CCTV system.
- **IT Manager (Tungamirai Ziyambi):** Responsible for the technical operation of the CCTV system, including maintenance, data storage, and access control.
- **Designated Staff:** Only authorised staff are permitted to access the CCTV footage. These include the Headteacher, IT Manager, and members of the Senior Leadership Team (SLT).

All staff involved in the operation and monitoring of the CCTV system are required to familiarise themselves with this policy and their responsibilities under data protection legislation.

7. CCTV Recording and Storage

The CCTV system is designed to automatically record and store footage 24/7. Recordings are stored securely on the school's internal servers, and access is restricted to authorised personnel only.

Key Points on Recording and Storage:

- Recordings are automatically deleted after 30 days.

- If an incident is recorded that requires further investigation, the relevant footage will be extracted and stored securely for as long as required by law or for the duration of any investigation.
- Extracted footage will be securely deleted once it is no longer required.
- No external organisation manages or stores the CCTV data; all data is managed internally by **The Eden School**.

8. Access to CCTV Footage

Access to CCTV footage is strictly limited to authorised personnel as listed above. Requests for access to CCTV footage from individuals (e.g., pupils, parents, or staff) or external agencies (e.g., the police) will be handled in accordance with data protection laws.

Requests for Access by Individuals:

- Individuals have the right to request access to CCTV footage where they are identifiable, as per the Data Protection Act and GDPR.
- Requests should be made in writing to the school's Data Protection Officer (DPO).
- The school may charge a reasonable fee for access requests if they are manifestly unfounded or excessive.

Access by External Agencies (e.g., Police):

- Access requests from law enforcement agencies for CCTV footage will be considered on a case-by-case basis, ensuring that the request is lawful and justified.
- In such cases, the Headteacher and the DPO will ensure that all necessary information is provided before granting access.

9. Disclosure of Images

Disclosure of CCTV images to third parties will be limited and must always comply with data protection laws. Disclosure will only take place when:

- Required by law (e.g., to the police)
- Necessary for the investigation of a crime
- Required to assist with disciplinary investigations within the school
- Required to ensure the health and safety of individuals in specific incidents

In all cases, disclosure will be carefully controlled, and records of disclosure will be maintained by the Headteacher and the IT Manager.

10. Data Retention and Deletion

As stated, CCTV footage is stored for a maximum of 30 days, after which it is automatically deleted by the system unless retained for investigative purposes. **The Eden School** does not store footage beyond 30 days unless there is a specific reason for doing so, such as an ongoing investigation. Retained footage is stored securely and will be deleted as soon as it is no longer needed.

11. Maintenance of the CCTV System

The CCTV system is maintained regularly to ensure that it remains operational and effective. Regular checks are carried out to ensure:

- All cameras are functioning correctly.
- Footage is being recorded as expected.
- Any technical faults are reported and resolved promptly.

The IT Manager is responsible for the maintenance and upkeep of the CCTV system.

12. Complaints

Complaints or concerns regarding the use of CCTV or requests for access to CCTV footage should be addressed to the Headteacher or the school's Data Protection Officer. All complaints will be handled in line with the school's complaints procedure and relevant data protection laws.

13. Review and Monitoring

This CCTV Policy will be reviewed annually by the Headteacher and the Board of Governors to ensure that it remains fit for purpose and complies with any changes to legislation or school policy. Changes will be communicated to staff and relevant stakeholders.

Review Date: March 2025

Next Review Due: March 2026

Approved by:

Laura Osei, Headteacher

Keath Davidson, Chair of Governors

The Eden School is committed to using CCTV responsibly and in compliance with all relevant legal and regulatory requirements. This policy ensures that the privacy rights of individuals are respected while promoting the safety and security of the school community.