



CCTV Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable

CCTV POLICY, CODE OF PRACTICE AND PROCEDURAL MANUAL

Policy and Code of Practice

This policy and Code of Practice is intended to:

- a) increase personal safety of students, staff and visitors, and reduce the fear of crime.
- b) protect the school buildings and their assets.
- c) support the Police in a bid to deter and detect crime.
- d) assist in identifying, apprehending and potentially prosecuting offenders.
- e) protect members of the public and private property, and
- f) assist in managing the school

Closed Circuit Television (CCTV) forms an integral part of the school's security system.

The school is mindful of the proper use of CCTV and the major implications for the use of CCTV systems under the GDPR 2018.

The installation of the CCTV system in the school has been undertaken in the interests of all users of the school site – staff, pupils and other individuals who visit the school for legitimate purposes.

It is intended to enhance the security of all users and act as a deterrent to individuals who may wish/intend to cause damage to the school premises and for its users. Such activities incur heavy financial costs to the school and in some cases, may also result in Health and Safety risks/dangers to legitimate users of the school.

The system also affords the school a source of recorded images, of areas of the school where cameras are sited, which may be used to inform investigations of improper activities, such as vandalism, which may occur on the school premises.

The system is managed by Sodexo with access by school senior leaders and office staff during the school day.

CLOSED CIRCUIT TELEVISION POLICY

The use of CCTV in the school is for the purpose of maintaining the security of the premises and all those associated with the school, for preventing crime and for investigating crime.

The school's CCTV system consists of 6 cameras situated in prominent positions on the outside of the school buildings and one inside school in the main reception area.

All cameras situated on the school premises are clearly visible and sited to meet the purposes described above.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property.

A privacy impact assessment on the position of each camera has been conducted by Sodexo (site management) with the support of accredited contractors responsible for the maintaining of the equipment and systems.

Signs are displayed around the school stating the fact that CCTV is in use.

In compliance with the requirements of the GDPR 2018, the school's CCTV system is registered with the (Information Commissioners Office - Purpose 6 – "includes the use of closed-circuit television for the monitoring and collection of sound and/or visual images for the purpose of maintaining the security of premises, for preventing crime and for investigating crime"

The system is under a planned maintenance contract and a log is maintained of all faults and maintenance visits.

Use of the system, and access to video images on the system, is restricted to a small number of staff in the school who have been given authorisation to do so directly by Sodexo Management and the Head-teacher.

Access to any video images by persons/parties, other than those authorised by the Head-teacher within the school, must have the sanction/authorisation of the Head-teacher.

Any member of staff making any form of unauthorised use of the system may be the subject of Disciplinary action.

School staff authorised to use/operate/access the system will adhere rigidly to the Operating procedures as set out by Sodexo's Procedural Manual.

This manual is a highly confidential document and will only be issued to staff authorised to use the CCTV system. All staff authorised to operate the system are trained and fully aware of the legal basis for the scheme's operation. This Code of Practice will be reviewed on a regular basis/

- The CCTV system is owned and operated by Sodexo.
- The reception area will not be manned by school staff out of school hours.
- Liaison meetings may be held with the Police and other bodies.
- Recorded DVD/CDs made, will be properly indexed and stored by Sodexo and held for no longer than necessary and securely destroyed after appropriate use.
- DVD/CDs may only be viewed by authorised personnel and the Police.
- DVD/CDs required as evidence will be properly recorded, witnessed and packaged before copies are released to the Police.
- DVD/CDs will not be made available to the media for commercial or entertainment purposes, but only in support of the detection of crime as advised by the Police.

- DVD/CDs will be disposed of securely by shredding.
- In the event of data subjects requiring a copy of any recorded data, a formal written request should be made to the Headteacher.
- The Head-teacher, or senior leader acting on his behalf, and Sodexo representative will conduct the initial investigation into any breaches of this code.
- Breaches of this code and necessary actions will be reported to the Head-teacher and Sodexo representative.

Should there be any complaint with regard to the school's operation of CCTV, these should be made in writing and addressed to the Head-teacher.

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