

**REDDIFORD SCHOOL**  
**CCTV POLICY**

### **Introduction**

Under the Protection of Freedoms Act 2012 the processing of personal data captured by CCTV Systems, (including images identifying individuals) is governed by the Data Protection Act and the Information Commissioner's Office (ICO) has issued a code of practice on compliance with legal obligations under that Act. The use of CCTV by schools is covered by the Act, regardless of the number of cameras or how sophisticated the equipment is.

### **Objectives and targets**

This CCTV policy explains how Reddiford School will operate its CCTV equipment and comply with the current legislation.

### **Action plan**

The school uses CCTV equipment to provide a safer, more secure environment for pupils and staff and to prevent intrusion, vandalism and theft. Essentially it is used for:

- Safeguarding stakeholders' safety.
- Monitoring the security of the site.
- To deter criminals.

### **Location**

Cameras are located in those areas where the school has identified a need and where other solutions are ineffective. The school's CCTV system is used solely for purposes(s) identified. Cameras are not used for recording purposes. Signage is placed wherever CCTV is sited.

### **Identification**

In areas where CCTV is used the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The signs will:

- Be clearly visible and readable
- Be an appropriate size depending on context

### **Type of equipment**

The school's standard CCTV cameras show visual images only.

### **Image viewing.**

Access to live images is restricted to the CCTV operator unless the monitor displays a scene which is in plain sight from the monitored location.

The school reserves the right to use images seen on CCTV where there is activity that the school cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk.

**Monitoring and evaluation**

The school undertakes regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:

- Its stated purpose.
- The location.

**Reviewing**

The efficacy of this policy will be reviewed regularly by the School Bursar. If the school decides to change the way in which it uses CCTV, it will inform the Information Commissioner within 28 days.