

Bourton Meadow Academy
June 2016

CCTV Policy

Introduction

The academy seeks to ensure, as far as is reasonably practicable, the security and safety of all pupils, staff, visitors and contractors, whilst on the academy's premises. CCTV cameras and recording devices are deployed within and around the academy for the following purposes:-

- To protect the academy buildings and assets
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the academy

This policy is to regulate the management, operation and access of the CCTV systems in use at Bourton Meadow Academy.

System Information

The CCTV system in academy incorporates many fixed cameras which are recorded back to discrete systems. The locations include cameras inside and outside of academy buildings.

Statement of intent

The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The academy will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

1. Cameras will be used to monitor activities within the academy and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the academy, together with its visitors.
2. None of the cameras are focused on private homes, gardens and other areas of private property.
3. Recordings or descriptions of recordings will not be made available to 3rd parties outside the Academy unless requested in writing by the Police, except for approved requests by Data Subjects made in accordance with the DPA legislation.
4. Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the academy CCTV.

Location Controls

1. The precise locations of the cameras are approved by the academy's Leadership Team.
2. Cameras are not to be deployed in toilets or other areas of privacy.
3. The location of the cameras may be periodically reviewed to ensure effectiveness of the system.
4. The system does not guarantee to monitor every location in the academy.

Recording and Footage Controls

1. All use and monitoring performed by the CCTV system will comply with the Regulation of Investigatory Power Act 2000.
2. Requests to view footage or recordings by any member of staff should be logged by the supervisor.
3. Recordings duplicated off the CCTV system will be clearly marked and kept in a secure, locked location and will be logged.
4. Recordings held on the system will not be kept for longer than necessary.
5. Recordings or descriptions of recordings will not be made available to 3rd parties outside the academy unless requested in writing by the Police, except for approved requests by Data Subjects made in accordance with the DPA legislation.
6. Visitors to the academy, with the exception of Police, are not to be allowed to view CCTV recordings, access the CCTV system, or view its live footage.
7. Access to the CCTV system, including live footage, is for authorised staff access only

Complaints

Any complaints about the academy's CCTV system should be addressed to the Headteacher.

The Data Protection Officer

The Data Protection Officer, who is responsible for the Bourton Meadow Academy Data Protection Policy is:

Mrs Karen Herring
Business Manager
Bourton Meadow Academy
01280 823374 (option 3)