



Date: March 2023

Review Date: March 2024

CCTV POLICY

CCTV is used in and around the school buildings to aid and improve security of buildings and facilities, and for the security and protection of staff and students.

The CCTV system is based around digital technology and therefore needs to be treated as information that will be processed under the general principles of the Data Protection Act 1998. A Data Protection Policy is available from the school office. We will be following CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office), Regulation of Investigatory Powers Act (RIPA) 2000 and General Data Protection Regulation (GDPR) 2018.

Manorway Independent School is committed to ensuring that the data will be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant, and not excessive
- Accurate
- Not kept for longer than is necessary
- Secure
- Not transferred without adequate protection.

The person responsible for Data Protection within Manorway Independent is:

School Business Manager – Ade Mafo

The purpose of the scheme is to ensure that key areas of the sites are kept secure from intrusion, damage or disruption, and for those within the site from intentional or accidental harm, and for such incidents to be monitored, either in real-time or for subsequent investigation.

Siting of cameras is documented in a file in the Business Manager's Office.

Stakeholders are informed of the use of CCTV by appropriate signage.

The quality of images produced by the equipment will be such that positive matches against any existing member of staff, student, authorised visitor, or unauthorised intruder may be made by nominated personnel or legal authorities. This may only be done in accordance with the purpose of the scheme, e.g., legal authorities identifying intruders, staff identifying perpetrators of vandalism.

Records of assessments made will be logged, including who requested the match, who made the assessment, which subjects were involved and whether the match was positive or not. All cameras and equipment will require regular maintenance, and this should be logged appropriately by the School Business Manager.

Images will be kept no longer than is necessary, this is 7 days. Unless a request has been made for images to be processed or assessed by relevant members of staff or by a legal authority. Such data will be retained only for the period required for any investigation or legal proceedings to take place

and be concluded. Images required for evidential purposes will be retained in a secure location. Once the retention period has expired the images will be removed or erased. Should media, on which images have been recorded, be removed for use in legal proceedings the nominated operator will ensure that the following is documented:

- The date on which the images were removed from the system for use in legal proceedings
- The reason why they were removed
- Any crime incident number to which images may be relevant
- The location of the images e.g., if the images were handed to a police officer for retention, the name and station of that police officer
- The signature of the collecting police officer, where appropriate
- The reason for the viewing
- The names, where appropriate, of those who viewed the images
- The outcome of any viewing
- The date and time the images were returned to the system or secure location (if they still require retention)

All operators receive instruction in the Data Protection principles involved when images are viewed, whether monitoring in real time or recorded images. This includes ensuring that:

- No others shall view images outside of the purposes of the school
- Access to images by those outside of the control of the school shall be limited to legitimate reasons, e.g., law enforcement agencies. The decision to allow access to those outside of the scheme shall be taken by two members of senior staff, one of which must be the Headteacher or nominated person. (Parents/carers will not have access to images.)
- All staff who come into contact with images, individuals requesting access to images or third parties requesting information about images will be made aware of this policy, the contents and procedures involved.

Nominated operators are shown below. Additions or deletions to this list must be made by the Headteacher or nominated person only.

Manorway Independent School

Juliana Dugbatey, Headteacher

Ade Mafo, School Business Manager

This policy will be reviewed annually, following completion of CCTV check list provided by NCC, and is subject to ratification by the Governing body.

A report on requests, incidents and complaints will be made annually (in September for previous academic year) and information made available following guidance from Freedom of Information Act.