The Orchard Primary School

CCTV Policy

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Document Owner and Approval

The Orchard Primary School is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

A current version of this document is available to all members of staff on the school website under "statutory documents".

Link below:

https://tops.hounslow.sch.uk/index.php/statutory-documents

Signature: Mrs. Marion Rowe Date: 240925

Version History Log

Version	Description of Change	Date of Policy Release by Judicium
1	Initial issue	06.05.18
2	Spelling corrections	
3	Changes made in regard to CCTV in sensitive areas, sharing with third parties, retention and security practices around portable media devices	19.08.21
4	Formatting amendments	03.08.22
5	Included additional information on CCTV in bathrooms.	30.08.24
6	Included additional guidance around image quality, access to and disclosure of images to data subjects and the complaints process.	01.09.2025

CCTV POLICY

Introduction

The school recognises that CCTV systems can be privacy intrusive.

For this reason, the school has carried out a data protection impact assessment (DPIA) with a view to evaluating whether the CCTV system in place is a necessary and proportionate means of achieving the legitimate objectives set out below.

The result of the DPIA has informed the school's use of CCTV and the contents of this policy.

Objectives

Review of this policy shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

The purpose of the CCTV system is to assist the school in reaching these objectives:

(a) To protect pupils, staff and visitors against harm to their person and/or property.

(b) To increase a sense of personal safety and reduce the fear of crime.

(c) To protect the school buildings and assets.

(d) To support the police in preventing and detecting crime.

(e) To assist in identifying, apprehending and prosecuting offenders.

(f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence; and

(g) To assist in managing the school.

Purpose of this Policy

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. The CCTV system used by the school comprises of the following only:

CAMERA	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
Camera 1	Nursery playground and entrance	N	Y	F
Camera 2	Cromwell Road Gates	N	Y	F
Camera 3	Entrance to foyer (car park side)	N	Y	F
Camera 4	Entrance to foyer (school side)	N	Y	F
Camera 5	Car gates Orchard Road	N	Y	F
Camera 6	Entrance doors to foyer	N	Y	F
Camera 7	Between Holly Hawthorn & Year 5	N	Y	F
Camera 8	Path by field and Y5/6 block	N	Y	F
Camera 9	Car park from Kitchen door	N	Y	F

Camera 10	Playground fm Infant hall to Holly	N	Y	F
Camera 11	Gate to Reception Classes	N	Y	F
Camera 12	Reception playground by gate	N	Y	F
Camera 13	Reception playground by nursery	N	Y	F
Camera 14	Middle of school playground	N	Y	F
Camera 15	Junior playground toward Holly	N	Y	F
Camera 16	Path by Adobe	N	Y	F
Camera 17	Wood by Adobe	N	Y	F
Camera 18	Path to recycling bins (carpark)	N	Y	F
Camera 19	Y2 Exit by Olive class	N	Y	F
Camera 20	Lane to Cromwell Road Gate	N	Y	F

CCTV cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, changing facilities, etc..

Statement Of Intent

CCTV cameras are installed in such a way that they are not hidden from view. We do not covertly record anyone. Signs are predominantly displayed where relevant so that staff, students, visitors and members of the public are made aware that they are entering an area covered by CCTV. The signs also contain contact details as well as a statement of purposes for which CCTV is used.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design have endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.

Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

CCTV images are not retained for longer than necessary, taking into account the purposes for which they are processed. Data storage is automatically overwritten by the system after a period 30 days.

Recorded images will only be retained long enough for any incident to come to light (e.g., for a theft to be noticed) and the incident to be investigated. In the absence of a compelling need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 6 months.

System Management

Access to the CCTV system and data shall be password protected.

The CCTV system will be administered and managed by the Headteacher and ICT manager who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager the system will be managed by the SBM.

The system and the data collected will only be available to the Systems Manager, his/her replacement and appropriate members of the senior leadership team as determined by the Headteacher.

The CCTV system is designed to be in operation 24hrs a day, every day of the year, though the school does not guarantee that it will be working during these hours.

The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by proving clear, usable images. Images produced by the equipment must be as clear as possible so that they are effective. To achieve this, we will ensure that:

a) the equipment is properly installed, serviced, checked and maintained (and maintenance logs maintained) to ensure it works properly;

b) any recording media, if needed, will be of good quality and will be replaced if the quality of the images has begun to deteriorate;

c) where time/date of images are recordable, the equipment will be set accurately and this will be regularly checked and documented;

d) cameras will be correctly positioned;

e) assessments will be made as to whether constant real-time recording is necessary, or if recording can be limited to those times when suspect activity is likely to occur;

f) cameras will be protected from vandalism so far as is possible; and

g) if cameras break down or are damaged, the [IT department] is responsible for arranging timely repair.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

Where a person other than those mentioned above requests access to the CCTV data or system, the System Manager must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists, access will be refused.

Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

Downloading Captured Data on to Other Media

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings), any downloaded media used to record events from the hard drive must be prepared in accordance with the following procedures: -

Each downloaded media must be identified by a unique mark.

Before use, each downloaded media must be cleaned of any previous recording.

The System Manager will register the date and time of downloaded media insertion, including its reference.

Downloaded media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a downloaded media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.

If downloaded media is archived, the reference must be noted.

If downloaded media is put onto a device, the device will be encrypted, and password protected.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, his/her replacement and the Headteacher and other authorised senior leaders. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable, if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any downloaded media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the downloaded media (and any images contained thereon) remains the property of the school and downloaded media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media, this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until needed by the police.

Applications received from outside bodies (e.g., solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's Data Protection Officer.

Request For Access By The Data Subject

The Data Protection Act provides data subjects – those whose image has been captured by the CCTV system and can be identified - with a right to access data held about themselves, including those obtained by CCTV. Requests for such data should be made to the SBM.

Please refer to our Data Protection Policy with Subject Access Request appendix for further details.

If we cannot comply with the request, the reasons for not being able to comply will be documented and the data subject will be advised of these in writing.

The assigned manager responsible for the CCTV system will liaise with the Data Protection Officer, Judicium Consulting, and the school's Designated Safeguarding Lead to determine whether disclosure of the images will reveal third-party information, to assess the risks involved with disclosure and the reasonableness in disclosure.

Particular care should be exercised when images of other people are included in the materials for disclosure. Images of other individuals will, if possible, be redacted unless there would be an expectation that their images would be released in such circumstances. Non-disclosure will be appropriate in most circumstances. If there is any doubt about what information must be provided to enquirers, please contact the school's Data Protection Officer, Judicium Consulting.

Complaints About The Use Of CCTV

Complaints and enquiries about the operation of our CCTV systems should be made by staff in line with our staff handbook or on the website and, by customers and visitors, under our complaints procedure, available on our school website.

If a member of staff believes that there has been a breach of the Data Protection Act, or any other legal obligations, they should contact the Head teacher as a matter of urgency in accordance with the data breach reporting process set out in our Data Breach Policy.

Public Information

Copies of this policy will be available to the public from the school office.