



ST PETER'S SCHOOL

CCTV POLICY

2018

1. Definitions

- "the school" – St Peter's Catholic School
- "CCTV Controllers"- The school's CCTV Controller are Mr C Chastney and Mr M Slaughter
- "Site Manager"- The school's Site Manager is Mr C Chastney
- "CCTV Operator"- Employees of the school with the skills and permission to operate the CCTV and retrieve footage.

2. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school. The system comprises a number of static cameras located around the school site. The cameras can be monitored from various locations by CCTV Controllers. Cameras covering entrances and exits to the site, resources of high financial value and areas which have historically been identified by students where they feel most vulnerable. The CCTV system and data is owned by the school.

3. Objectives of the CCTV system

- To protect the school buildings and assets of the school.
- To increase personal safety of students and the school's workforce and reduce the fear of crime.
- To support the Police in a bid to deter and detect crime.
- To assist in managing the school.

4. 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 Commissioner's Code of Practice. The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act. The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor activities within the school 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 school and its workforce, students and visitors. Cameras are focussed in the school buildings and around entrances/exits.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to other appropriate media will only be used for the investigation of a specific crime or incident. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.

Warning signs, as required under the Data Protection Act, have been placed at key points around the site.

Updated: June 2018

Approved by TLA: 4 July 2018

Ratified by Full Governing Body: 11 July 2018

Due for Review: June 2019