



Simonside Primary School

CCTV Policy

Introduction

This is a guidance document and should be read in conjunction with the published Codes of Practice.

Schools use closed circuit television (CCTV) images to provide a safe and secure environment for pupils, staff and visitors and for the prevention and detection of crime. This guidance relates to the use and management of CCTV.

It is recognised that operation of CCTV may be considered to infringe on the privacy of individuals. It is the school's responsibility to ensure that the CCTV complies with all relevant legislation and to ensure its legality and legitimacy.

There are a number of risks present when operating CCTV which need to be considered:

- Data Protection Act 1998 (DPA)

Employers should act in accordance with the DPA and its eight key principles. The information Commissioner's Office (ICO) enforces the DPA and breach of it may lead to sanctions and bad publicity for schools. Schools should also be conscious of the increased risk of receiving subject access requests (SARs) where monitoring is used.

- Human Rights Act 1998 (HRA)

Schools should be particularly aware of the right to privacy which their employees, pupils and visitors have under the HRA as it applies directly to them. Schools must ensure that CCTV monitoring is not disproportionate or intrusive as tribunals and courts will take this into account when making decisions.

For the purposes of the Data Protection Act, the 'Data Controller' is the school and the nominated person is the Head teacher. The Head teacher may delegate responsibility for the management of the system but remains accountable.

Guidance

Schools should be aware of and comply with published guidance and standards for CCTV operation. The guidance covers both recording and viewing images including viewing live images.

The purpose of having CCTV monitoring can be for a number of reasons e.g. for the prevention and detection of crime.

The school should make every effort to position cameras to ensure they only cover school premises.

The school should clearly display signs in the vicinity of the cameras so that pupils, staff and visitors are aware they are entering an area covered by CCTV.