**OSCOTT ACADEMY**



**CCTV POLICY**

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| Author | Valid From Date | Next Review Date |
| Stewart Dance | September 2022 | September 2023 |

**Oscott Academy – CCTV Policy**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Oscott Academy. It is recognised that images are sensitive material and subject to the provisions of the Data Protection Act 1998 and GDPR Act 2018. The Site Manager is responsible for the operation of the system and for ensuring compliance with this policy.

**CCTV system**

The system comprises four fixed cameras located around the Academy site. All cameras are monitored from within the Academy. All cameras are visible and are placed at strategic points. Signs are prominently placed to inform staff, pupils, parents, visitors and members of the community that the cameras are in use. Although every effort is made to ensure CCTV is effective, the Academy cannot guarantee that the system will cover or detect every incident taking place within the area of coverage.

**Purpose**

The CCTV system will be monitored to deter, detect and prevent:

* Unacceptable behaviour;
* Bullying and intimidation of pupils and staff;
* Threats to the health, safety and welfare of pupils, staff, parents and visitors;
* Criminal acts such as vandalism or theft of Academy assets and property; and
* Unauthorised entry to the site and buildings.

CCTV will not be used for any commercial purpose. Footage from the cameras will only be released for use in the investigation of a specific crime and with the written authority of the police. Footage will never be released to the media for the purpose of entertainment.

**Images recorded**

Every camera records simultaneously and the images are stored on a DVR (Digital Video Recording Device) for a period of one month. After this time all images are erased with the exception of any images related to an ongoing investigation. All images will be erased and disposed of securely as confidential waste. Routine checks will be made to ensure that the system is operating in accordance with the terms of this policy and that information relating to recordings is accurate.

**Access to images**

The monitor for the CCTV system is located in the school office and will not be made visible to pupils, staff, parents or visitors. Only persons approved by the Head Teacher or DSL can access the CCTV system. Access to images by Academy staff is restricted to staff who need to have access in order to achieve the purpose(s) of using the equipment as designated by the Head Teacher or DSL. Access to images will also be made available as necessary to:

* Police.
* Government agencies such as Social Services.
* Other third parties listed in the Academy’s Data Protection Register entry.

All disclosures of images to third parties are entered in a register to record the date, reasons for disclosure, images disclosed and to whom.

**Access by the data subject**

Any person whose personal data is held by Oscott Academy in the form of a CCTV recording can request access to the recording and the Academy will respond in accordance with the Data Protection Act 1986 and GDPR 2018. A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Principal.

**CCTV Organisation**

CCTV is provided by Ashford Electrical CCTV. For further information about the system, please contact Oscott Academy on 01214482565.

Reviewed by S.Dance, July 2022

Reviewed and updated, July 2022