



8.08

CCTV Policy

Introduction

This policy forms part of the information security policy. Its purpose is to ensure we comply with legal requirements for CCTV use.

Legal compliance

Any surveillance cameras capture personal data, so the use of CCTV has data protection and privacy implications. We must comply with the Information Commissioner's Office [code of practice](#) and relevant legislation including GDPR and the Data Protection Act 2018 and Human Rights Act 1998.

The Surveillance Camera Code of Practice in the Protection of Freedoms Act 2012 contains 12 guiding principles, which are referenced in the ICO code.

Policy statement

- We use CCTV at Silverhill School & Day Nursery to support the safety and security of our staff, children and premises.
- It will be used to:
 - act as a deterrent to intruders and to the theft or misuse of property or information
 - act as a deterrent to improper or aggressive behaviour
 - to provide evidence to support the investigation of safety and security-related incidents
- We will not use CCTV for other purposes and will not include audio recording.
- CCTV cameras are sited so that recordings meet the stated purposes. They cover entrances to the premises and offices.
- We will be transparent in our use of CCTV and we will make all who use the premises aware of its use through appropriate signs and information about our policy.
- We will have procedures for operating and accessing CCTV recording equipment.
- CCTV recordings and data will be classified as confidential information and held in systems with appropriate security measures to safeguard against unauthorised access and use.
- Users will only access and view CCTV recordings and data in response to a request authorised by the Headmistress or Principal or by an authorised member of the staff.
- Access to CCTV systems, recordings and data for the purposes of maintenance or support will be restricted to users authorised by the Headmistress or Principal.
- Information will be stored in a way that allows relevant frames to be isolated to answer a request.

- CCTV information will not be disclosed except as necessary for the stated purpose or to respond lawfully to a request under current data protection legislation or Freedom of Information Act (FOI).
- Recordings and data will routinely be held for 3 months and then deleted.

This policy was adopted by	Silverhill School & Day Nursery
Date	January 2019
Review date	January 2020
Name of signatory	Mrs Jenifer Capper
Role of signatory	Headmistress