



## [Horizon School CCTV Policy](#)

### Introduction

Horizon School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

This policy sets out how the school's approach to the use of CCTV affects individuals.

Cameras are normally located in [the reception area, all round the school building and exits and the car park](#) and the system comprises of a number of [fixed and dome](#) cameras. The system [has/does not have](#) sound recording capability. There are no cameras in the classrooms or toilets.

In areas of surveillance, signs will be displayed prominently to inform individuals that CCTV is in use and the school will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of privacy, and that any intrusion is fully justified.

The CCTV system is owned and operated by [the school](#) and the deployment of which is determined by the school's leadership team.

The CCTV is monitored centrally from [school main office](#) by [Administrative Assistant under the direction of Assisnt Head/Senior Teacher](#).

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images [and sound](#). All operators are trained by the [school data controller](#) in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images [and sound](#).

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.

The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act.

## Purpose of CCTV

The school will not use CCTV for monitoring the work of employees or finding out whether or not they are complying with the school's policies and procedures.

## Limits on use of CCTV

CCTV will not be operated in toilets, private offices or changing rooms, unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety or to the operation of the school. CCTV will be used in this way only where it is a proportionate means of achieving the aim in the circumstances.

Covert CCTV will only ever be set up for the investigation or detection of crime or serious misconduct. The use of covert CCTV will be justified only in circumstances where the investigator has a reasonable suspicion that the crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means of securing evidence.

## Evidence from CCTV footage

CCTV evidence may be used against an employee in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that they have been guilty of serious misconduct. The employee will be given a chance to see and respond to the images in these circumstances.

## Storage of CCTV footage

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. Images from CCTV footage will be securely stored and only authorised personnel will have access to them.

## Subject Access Requests (SAR)

Individuals whose images are recorded have a right to view images of themselves and to be provided with a copy of the images.

All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The school will respond to requests within 40 calendar days of receiving the written request **and a fee of £10 will be charged per request. (optional at school's discretion)**

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

## Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the [Headteacher/Management Committee](#).

## Complaints

Complaints and enquiries about the operation of CCTV within the school should be directed to the [Headteacher/Management Committee](#) in the first instance.