

Graiseley Primary School



CCTV Policy September 2025

Approved 24/09/25

CCTV Monitoring and Surveillance Policy

Introduction

Graiseley Primary School is committed to ensuring the safety and security of students, staff, and visitors. This policy describes how the use of CCTV and other monitoring equipment may be used to support this commitment to deter and detect crime, promote safety, and support the effective management of the school.

Legal Framework

This policy outlines how the schools use of CCTV complies with relevant legislation and guidance, including;

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Protection of Freedoms Act 2012
- Regulation of Investigatory Powers Act 2000
- Freedom of Information Act 2000
- ICO's CCTV Code of Practice
- Surveillance Camera Code of Practice (Home Office)

The school and all staff are responsible for the use of personal data, and ensuring strict rules called 'data protection principles' are followed. This includes personal data in all formats including CCTV images and video footage. We will ensure personal data captured is:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Purpose and Justification

CCTV covering the school site and building(s) is used for:

- Protecting school property and assets
- Ensuring the safety of students, staff, and visitors
- Preventing and investigating incidents of bullying, vandalism, and theft
- Supporting law enforcement in criminal investigations

Installation and disclosure of CCTV

The following guidelines have been followed when installing CCTV within the school to ensure the rights and freedoms of individuals have been considered and addressed.

- CCTV will be used in common areas of the school grounds and building(s) and will NOT be used in classrooms or bathrooms/ changing areas.
- Cameras are fixed and positioned to minimize intrusion.
- Surveillance cameras will be obvious and clearly signposted to notify individuals they are being captured by CCTV with signage displayed in monitored areas.
- Footage is stored securely, and access is restricted - CCTV monitoring equipment will be stored in a secure office with limited access to authorised staff.
- All images captured are confidential and will only be used for the purposes outlined above. Any disclosure of CCTV footage, including to individuals and to third parties (e.g., police) is permitted only under lawful conditions
- Images are unable to be accessed without approval from the Head Teacher, and a log of all requests and disclosures is maintained.
- CCTV records are kept for a period of 31 days as standard. Footage/Images may be extracted and stored securely in the case of incidents or issues being investigated.

Data Subject Rights

Individuals have the right to:

- **Be informed** of CCTV monitoring - This will be done via clear signage at key points across the school and nearby each CCTV camera, with information also included in the school's privacy notices for both children/parents and staff.
- **Request access** to footage (subject to legal exemptions) - If someone wishes to request a copy of their personal data, they are to make this request in writing to the Head Teacher.
- **Request deletion** (erasure) of their data – this right is not absolute and would be considered on a case by case basis.

Roles and Responsibilities

- **Data Controller:** The school governing body
- **System Manager:** The Head Teacher, responsible for day-to-day operation and access control

Monitoring and Review

This policy will be reviewed bi-annually by the School and Governors. The CCTV system used by the School will be assessed regularly for effectiveness and compliance. Any complaints regarding CCTV use are handled under the school's complaints procedure.