

CCTV Surveillance

The school uses CCTV surveillance to safeguard pupils, and as such is the data controller. Cameras are located above key exit/ entry points of the main building.

Individuals are made aware they may be recorded through signage. Images are kept secure and access is restricted and a log kept.

Recorded images (mostly at a distance) are stored on a password protected hard drive and kept for 30 days before removal.

Recorded images are viewed in a restricted office location.

Disclosure requests are handled where the head/ deputy have clear guidance on the circumstances in which it is appropriate to make a disclosure or not.

CCTV images are recorded solely for security and not pupil behaviour management.

The head/ deputy to consider on a disclosure request as to whether identifying features of any other individuals can be obscured. The school has the discretion to refuse any request for information unless there is an overriding legal obligation.

Further advice can be found: ICO website 'A data protection code of practice, surveillance cameras.'