



# THOMAS JOHNSON LOWER SCHOOL

Hurst Grove, Lidlington, Bedfordshire MK43 0SB

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## CCTV policy

Responsibility	All staff and the Governing Body
Date	Draft: February 2020
Approved by Full Governing Body	
Storage: (i) Electronic (ii) Hard Copy	(i) School website (managed by school secretary) (ii) School office and staff room

The purpose of this policy is to regulate the management and operation of the CCTV system at Thomas Johnson Lower School. It also serves as a guide to the data subjects (pupils, parents, staff, volunteers and visitors to the school), and their rights in relation to personal data recorded via the CCTV system.

The system is administered and managed by the school.

There are two fixed cameras in plain sight on the school premises, and the school does not use CCTV for covert monitoring or monitoring of any private property outside of the school grounds.

One camera is situated over the Office window at the front of the school. The second is situated over the Owls Classroom window, overlooking the playground. We have an internal camera, which is situated on the desk in the school reception area, next to the Visitor's signing in book.

The school's purposes for using CCTV are set out below, taking into account privacy rights of individuals.

- To protect pupils, staff, volunteers and members of the public with regards to their personal safety
- To protect the school buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public
- To support the police in preventing and detecting crime, and assist in the identification and apprehension of offenders

The positioning of the cameras has been selected, both inside and out, to address the above objectives. A sign has been placed on our front entrance to inform individuals entering the school that we have CCTV cameras in school. No images will be captured from areas in which individuals would have an expectation of privacy, including changing and washroom facilities.

The CCTV system will be operational 24 hours a day, every day of the year. The cameras will be checked regularly to ensure they are functioning correctly.

Images/video capture will be automatically overwritten unless lawfully requested to be handed over to an appropriate third party such as the police or local authority. Where such data is retained, it will be in accordance with the relevant legislation and GDPR policies, and will be recorded in a log book.

## Access to Images

- Access to stored CCTV images will only be given to authorised persons
- Individuals have the right to request access to the images or video recordings, although there may be certain exemptions
- There must be satisfactory identification of any person requesting image/video capture
- The following are examples of when authorisation may be given for access to CCTV capture:
  - When required by the Head, the Police or other relevant statutory authority
  - To make a report regarding suspected criminal behaviour
  - To assist the school in establishing cases of unacceptable behaviour from individuals towards staff or pupils
  - To data subjects pursuant to an access request under relevant legislation, on the basis that they pass satisfactory criteria
  - To the school's insurance company where required in order to pursue a claim for damage done to the property
  - In any other circumstance required under law or regulation
- Where CCTV capture has been made accessible a completely comprehensive record will be logged
- Where images are provided to third parties, wherever practicable, steps will be taken to obscure images of non-relevant individuals

Any complaints or queries in relation to the school's CCTV system, or its use of CCTV should be referred to the Head at the school.

