



CCTV Policy

January 2023

Review by January 2026

Rationale:

TJLS uses closed circuit television (CCTV). The images produced are to prevent or detect crime and to monitor the school buildings and grounds in order to provide a safe and secure environment for its pupils, staff and visitors, and to prevent loss or damage to school property.

CCTV:

The system comprises of 2 fixed cameras and does not have sound recording capability. The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team and site agent.

The CCTV is monitored centrally from the main office. Access to the images is controlled by the office manager and headteacher.

The use of CCTV, and the associated images are covered by the General Data Protection Regulations and the school complies with the Information Commissioner's Office CCTV Code of Practice. CCTV warning signs can be seen on the sign at the front of school.

Cameras are sited carefully so that they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated.

The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the GDPR.

Data Retention and Access:

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.

All retained data will be stored securely at all times and permanently deleted as appropriate / required.

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

Individuals have the right to request access to CCTV footage relating to themselves. 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 any fee. The Academy reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

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). The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.