



Belong... Believe... Achieve...

Islwyn High School

CCTV Policy

Reviewed by: Mrs E Paskell – Business Manager

Ratified by Governors: 13th November 2025

Date to be reviewed: 13th November 2028

Signed: **Mr J Hicks**
Headteacher

Mr G Bryce
Chair of Governors

1.0 Introduction

- 1.1 The purpose of this policy is to regulate the management and use of the Closed Circuit Television (CCTV) system at Islwyn High School.
- 1.2 This policy should be read in conjunction with the School's Data Protection Policy. It will seek to comply with the Information Commissioner's Office (ICO) Code of Practice 2015 and UK Data Protection Laws:-
- 1.3 Data should be:
 - Fairly and lawfully processed;
 - Processed for limited purposes and not in any manner incompatible with those purposes;
 - Adequate relevant and not excessive;
 - Accurate;
 - Not kept for longer than necessary;
 - Processed in accordance with individuals' rights;
 - Secure;
 - Not transferred to countries without adequate protection.

2.0 Objectives of the CCTV

- 2.1 The CCTV System will be used to:-
 - Help maintain an environment for pupils, staff and others, which supports their personal safety;
 - Deter against crime – to persons, school buildings and property;
 - Assist in the identification and prosecution of persons having committed an offence.

3.0 Administration

- 3.1 The Headteacher on behalf of the school as Data Controller has responsibility for the control of images and deciding how the CCTV system is used.
- 3.2 The school has notified the Information Commissioner's Office of both the name of the data controller and the purpose for which the images are used.
- 3.3 All operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.
- 3.4 All operators are trained in their responsibilities in line with the Code of Practice 2015 and a training log will be maintained by the Headteacher as Data Controller.
- 3.5 Access to recorded images is restricted to staff that need to have access in order to achieve the purpose of using the equipment.
- 3.6 All access to the medium of which the images are recorded.
- 3.7 All employees are aware of the restriction in relation to access to, and disclosure of, recorded images.

4.0 Location of CCTV Equipment

- 4.1 See Appendix 1 for location of the cameras.
- 4.2 Cameras that are adjustable by the operators will not be adjusted or manipulated so as to overlook spaces which are not intended to be covered by the scheme. Filming outside the school boundaries will not occur.
- 4.3 In areas where CCTV is used the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.
The signs will:
 - Be clearly visible and readable
 - Contain details of the organisation operation the scheme, the purpose for using CCTV and who to contact about the scheme
 - Be an appropriate size depending on context.

5.0 Maintenance

- 5.1 The CCTV system is maintained under an annual maintenance contract.
 - The Business Manager will be the person responsible for:-
 - Weekly operational checks of the system are made and a log will be kept.
 - Ensuring that the date and time reference are accurate
 - Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order
 - Ensuring that a damaged camera is fixed
 - Ensuring that a damaged camera is fixed within a specific time period
 - An annual check of the system will be carried out and the results recorded.

The above actions will be undertaken under the supervision of the Headteacher.

6.0 Storage, Viewing and Retention

- 6.1 Images will be stored for a period of 30 days unless an incident arises which requires longer retention in line with the specified purposes of the CCTV system.
- 6.2 Once the retention period has expired, the images will be erased.
- 6.3 Images that are to be retained for evidential purposes will be retained in a secure place to which access is controlled.
- 6.4 Access to recorded images will be restricted to staff authorised by the Headteacher on behalf of the school as Data Controller.
- 6.5 Viewing of the recorded images will take place in a restricted area. Other employees will not have access to this area when a viewing is taking place.
- 6.6 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and other service providers to the school where these would reasonably require access to the data (eg: Local Authority Health and Safety personnel) only for the purposes as stated in Section 2 of the policy.

7.0 Complaints

7.1 Any complaints about the school's CCTV system should be made in line with the school's complaints policy initially in writing to the Headteacher.

8.0 Subject Access Requests

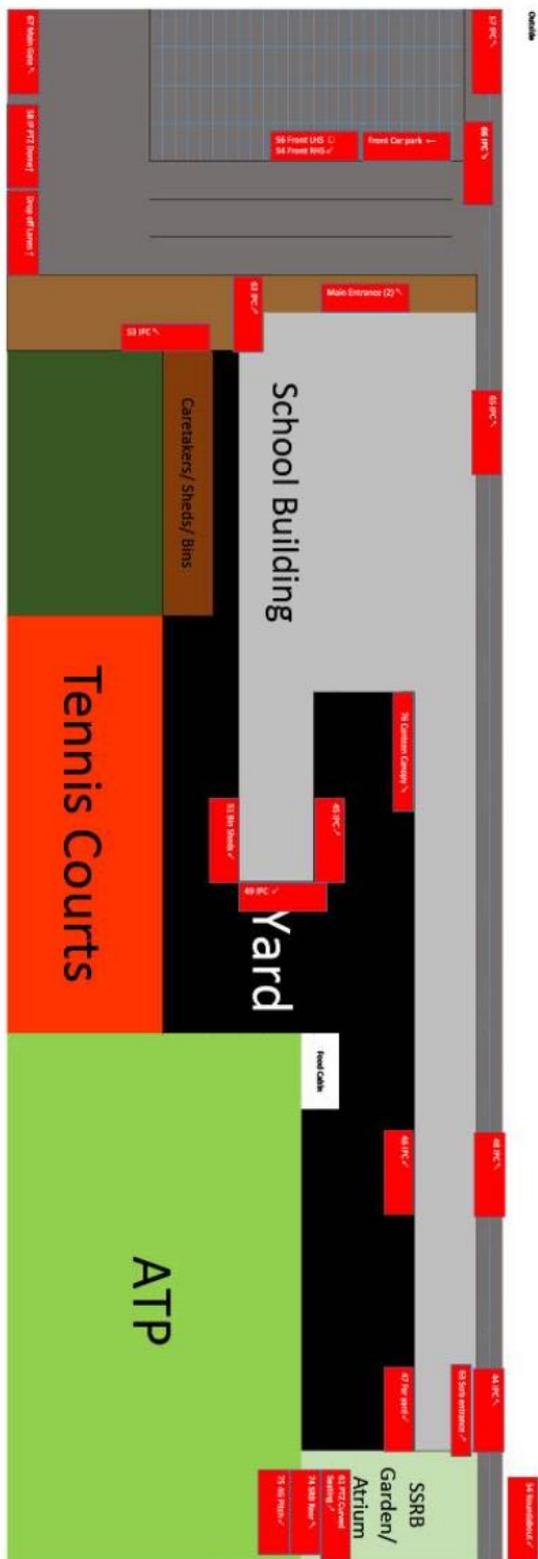
8.1 The Data Protection Act provides Data Subjects with a right to access data held about them including images obtained by CCTV.

8.2 Requests for images should be made in writing to the Headteacher as a Subject Access Request. Each request will be given individual consideration and may be subject to a fee.

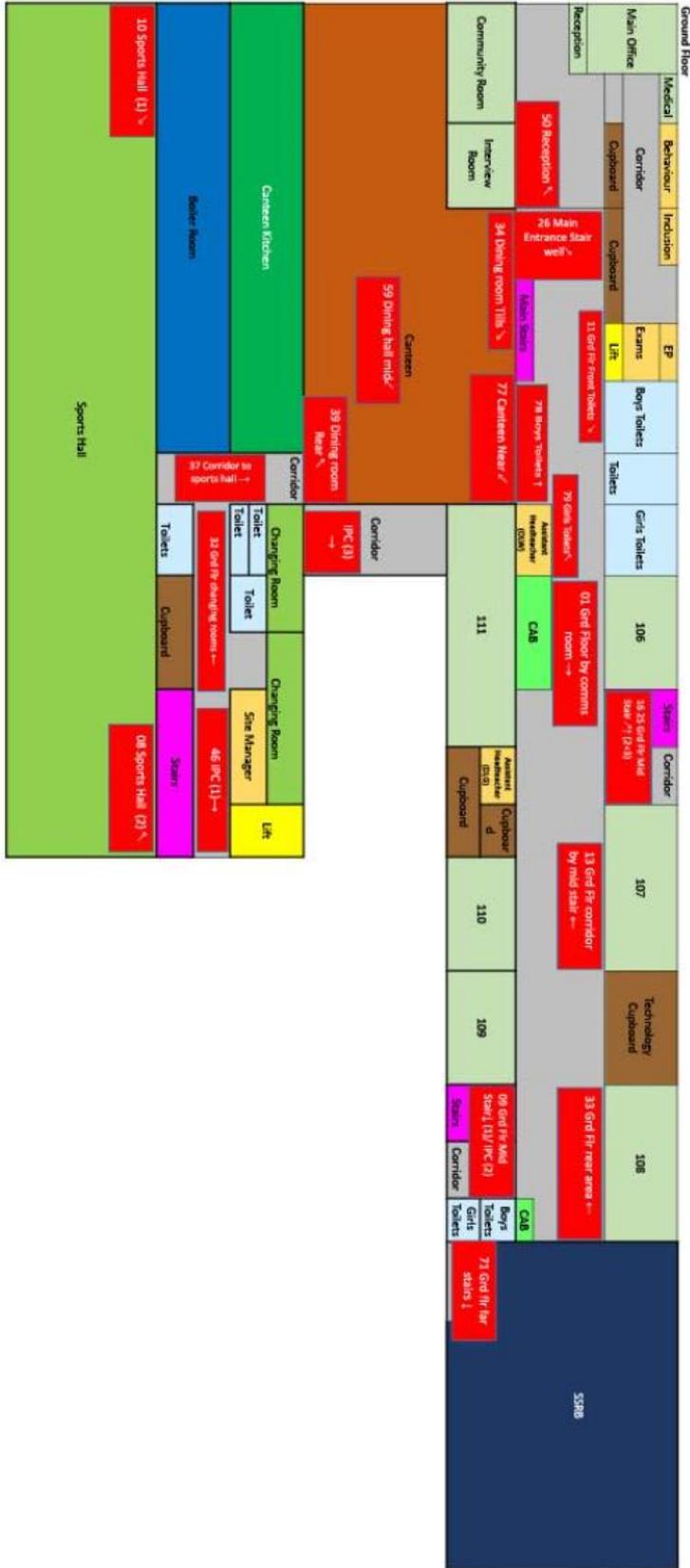
9.0 Public Information

Copies of this policy will be available upon request from the school office and on the school website at www.islwynhigh.org

Location of Cameras – Outside & Yards



Location of Cameras – Ground Floor



Location of Cameras – First Floor

