	Beaumont School CCTV Policy	Approved by Resources Committee – June 2025
		Next review – June 2026

1. Policy statement

The School has in place a CCTV surveillance system on its site. The purpose of this policy is to set out the responsibilities of the School regarding the management, operation and use of the CCTV system. It also details the procedures to be followed in order to ensure that the School complies with relevant legislation.

This policy applies to all members of our staff, visitors to the site and all other persons whose images may be captured by the CCTV system.

This policy takes account of all applicable legislation and guidance, including:

- UK General Data Protection Regulation (“UK GDPR”)
- Data Protection Act 2018
- CCTV Code of Practice produced by the Information Commissioner’s Office (ICO)
- Human Rights Act 1998
- Freedom of Information Act 2000

2. Purpose of the CCTV System

The principal purposes of the CCTV system are as follows:

- to ensure the safety of staff, students and visitors;
- the prevention, reduction, detection and investigation of crime and other incidents;
- to assist in the investigation of suspected breaches of School rules

The School intends to use CCTV for the purposes of

- providing a safe environment for staff, students and visitors
- providing improved site security, and protecting the School’s buildings and assets both during and after hours
- reducing the incidence of vandalism, bullying and anti-social behaviour
- enabling a faster and more effective resolution to incidents by assisting staff in identifying persons who have committed a breach of School rules
- safeguarding students absent from lessons through visible checks about location during the school day and also during lunch
- assisting in the prevention of crime and assisting law enforcement agencies in apprehending offenders

The use of the CCTV system will be conducted in a professional, ethical and legal manner and only for the intended purposes. The above list is not exhaustive, and other purposes may be considered, as appropriate.

3. Overview of the CCTV System

The CCTV system is owned and managed by the School. Under current data protection legislation the School is the ‘data controller’ for the images produced by the CCTV system. Recognisable images captured by CCTV systems are ‘personal data’.



The CCTV system operates to meet the requirements of the current data protection legislation and the ICO's guidance.

The CCTV system produces images which are suitable for the intended purposes, and which can easily be taken from the system when required.

The system comprises 48 fixed and dome cameras located around the school site. A map showing these positions is available. The School has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals. The CCTV system will be operational 24 hours each day, every day of the year.

Cameras are sited to ensure that they only capture images relevant to the purposes for which they are installed.

Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property. Care will be taken to ensure that reasonable privacy expectations are not violated.

CCTV will not be used in classrooms or to monitor normal teacher/student classroom activity in school.

Warning signs, as required to be displayed by the Information Commissioner's Office, have been placed at all access routes to areas covered by the school CCTV. The warning signs will be checked on a regular basis and any warning sign destroyed or damaged will be replaced.

4. Monitoring and Recording

The viewing of live CCTV images and recorded images which are stored by the CCTV system will be restricted to authorised staff with the required security access. Staff requesting to check CCTV images must complete a 'CCTV access request' Google form – this allows us to also track the use of CCTV.

Cameras are monitored in the Site Team office, but access to the system can be made on any suitable desktop computer once provided with sufficient access. Recorded images can be viewed in the Site Team office, Facilities Manager's office, Business Manager's office, an Assistant Headteacher's office, IT Support office and IT Server Room.

Remote access can also be gained by the IT team on a School issued device with VPN access.


All authorised operators and staff with access to images are aware of the procedures that need to be followed when accessing the recorded images. All staff are aware of the restrictions in relation to access to, and disclosure of, recorded images.

Relevant images may be shared with Trustee panels reviewing exclusions, disciplinary matters or complaints.

No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy.

The monitoring and recording of public areas may include the following:

- The building's perimeter, foyer areas and corridors;
- Door access areas to buildings;
- Door controls and external alarms;

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- Driveways and car parking areas adjacent to the public highway

5. Storage and Retention of Images

The images captured by the CCTV system will be retained for a maximum of 31 days from the date of recording, except where the image identifies an issue and is required to be retained for an investigation/prosecution of that issue. Where this is the case, the saved images will be stored in a secure environment with a log of access kept and will be destroyed when the investigation has concluded.

Access will be restricted to authorised personnel only.

6. Disclosure of Images

Requests by individual data subjects for images relating to themselves will be treated as a 'Subject Access Request' and should be submitted in writing to the Data Protection Officer (DPO) together with proof of identification. Further details of this process can be found on the School's website.

In order to locate the images, sufficient detail must be provided by the data subject.

Where the School is unable to comply with a Subject Access Request without disclosing the personal data of another individual who is identified or identifiable from that information, it is not obliged to comply with the request unless satisfied that the individual has provided their express consent to the disclosure, or if it is reasonable, having regard to the circumstances, to comply without the consent of the individual.

The School will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation. In some circumstances it may be appropriate to disclose images to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime or in other circumstances where an exemption applies under relevant legislation. Relevant images may also be shared with Trustee panels reviewing exclusions, disciplinary matters or complaints.


All such disclosures will be made at the discretion of the DPO.

A record of any disclosure made under this policy will be held on the CCTV management system, detailing the date, time, camera, requestor, authoriser and reason for the disclosure.

7. Breaches of the code (including breaches of security)

Any breach of this policy by School staff will be initially investigated by the Headteacher (or a duly nominated person) in order for them to take the appropriate disciplinary action.

Any personal data breach will be managed in accordance with the School's Data Protection Policy.

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8. Data Protection Impact Assessment

- a. Prior to the installation or repositioning of any CCTV camera, or system, the School is required to conduct a data protection impact assessment (DPIA) to ensure that the proposed installation complies with legislation and ICO guidance. The assessment will be approved by the DPO.
- b. The School will adopt a privacy by design approach when installing new cameras and systems, taking into account the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

9. Complaints Procedure

Complaints concerning the School's use of its CCTV system, or the disclosure of CCTV images, should be made using the School's Complaints Policy and Procedure.

10. Policy and CCTV System Review

This policy is reviewed annually with reference to the relevant legislation or guidance in place at the time. Further reviews will take place as and when required.

Performance monitoring of the CCTV system, including random operating checks, are carried out by the Facilities Manager and the Network Manager.