

## **Langley School** **CCTV Policy**

### **Operation of the CCTV system**

The CCTV system at Langley School and the images recorded by it are controlled by the Head Teacher and Governing Body who are responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose as required by the Data Protection Act 1998.

The Governing Body at Langley School have considered the need for using a CCTV system and have decided that it is required for the prevention and detection of crime and for protecting the safety of all stakeholders. It will not be used for other purposes.

The following points are adhered to in order to comply with the requirements of the Data Protection Act 1998. They are used as part of a regular review process.

- The Head Teacher and Governing Body are aware that the notification to the Information Commission is necessary and reviewed annually.
- Notification has been submitted to the Information Commissioner in relation to the use of the CCTV system.
- Cameras are sited so that their images are clear enough to allow the Police to use them to investigate a crime.
- Cameras are positioned to avoid capturing the images of persons not visiting the premises.
- Signs are displayed showing that a CCTV system is in operation visible to people visiting the premises. The school's contact details will be displayed on the sign where it might not be obvious who is responsible for the system.
- The recorded images from the CCTV system are securely stored where only a limited number of authorised persons may have access to them.
- The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed).
- Recordings will only be made available to law enforcement agencies involved in the prevention and detection of crime, and no other third parties.
- The operating equipment is regularly checked to ensure that it is working properly (e.g. the recording media used is of an appropriate standard and that features on the equipment such as the time and date stamp are correctly set).
- The Head Teacher and Governing Body are aware how to respond to requests from individuals for access to images relating to that individual. If unsure the Head Teacher and Governing Body will seek advice from the Information Commissioner as soon as such a request is made.

Reviewed June 2017