

# THE SYDNEY RUSSELL SCHOOL



## CCTV Strategy

Revised Mar 2021



### 1.1 PURPOSE

The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of both the internal and external environs of the premises.

This CCTV system and the images produced by it are controlled by The Sydney Russell School who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose.

CCTV surveillance at the School is intended for the purposes of:

- protecting the school buildings and school assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors;
- prevent any incidence of crime and anti-social behaviour (including theft and vandalism);
- assisting in identifying, apprehending and even prosecuting offenders; and
- ensuring that the school rules are respected so that the school can be properly managed.

### 2.1 LOCATION OF CAMERAS

The location of cameras is a key consideration. The Sydney Russell School has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals. 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.

### 3.1 CCTV Video Monitoring and Recording of Public Areas in (school name) may include the following:

- **Protection of school buildings and property:** The building's perimeter, entrances and exits, lobbies and corridors, special storage areas, cashier locations, receiving areas for goods/services
- **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas
- **Verification of Security Alarms:** Intrusion alarms, exit door controls, external alarms
- **Criminal Investigations:** Robbery, burglary and theft surveillance

### 4.1 NOTIFICATION – SIGNAGE

The Principal will provide a copy of this CCTV Policy on request to staff, students, parents and visitors to the school. This policy describes the purpose and location of CCTV monitoring, a contact number for those wishing to discuss CCTV monitoring and guidelines for its use. The location of CCTV cameras will also be indicated to the Governing Body.

Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation. Adequate signage will also be prominently displayed at the entrance to the Sydney Russell School. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location.

# CCTV IN OPERATION

**OUR SCHOOL IS  
UNDER 24 HOUR  
CCTV SURVEILLANCE**



THE SECURITY OF THIS SITE IS OPERATED BY

**The Sydney Russell School**

Images are being monitored and recorded for the purpose of protecting the school buildings and assets, the prevention of anti-social behaviour and for the safety of our staff and students.

For more information, please contact our *Data Protection Lead*:  
[gdpr@sydney-r.bardaglea.org.uk](mailto:gdpr@sydney-r.bardaglea.org.uk)

Appropriate locations for signage will include:

- at entrances to premises i.e. external doors
- reception area,
- at or close to each internal camera.

## 5.1 STORAGE & RETENTION

The images captured by the CCTV system will be retained for a maximum of 30 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The Principal may delegate the administration of the CCTV System to another staff member. In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above (such individuals may include the caretaker, the Deputy Principal, the relevant Year Head, other members of the teaching staff, the Data Protection or Safeguarding officer and/or the parent of a recorded student). When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

The Images/Files/Recordings/DVDs will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Similar measures will be employed when using disk storage, with automatic logs of access to the images created. Supervising the access and maintenance of the CCTV System is the responsibility of the Principal.

## 6.1 ACCESS REQUESTS

A person can request to see recordings which relates to them by completing a **Subject Access Request (SAR)** provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release.

## 7.1 CCTV USE Checklist:

	Checked (Date)	By	Next Review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	31/01/21	NTS	31-Jan-22
There are named individuals who are responsible for the operation of the system. (FAB, CLE, DCA, TMJ)	31/01/21	NTS	31-Jan-22
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision will be reviewed on a regular basis.	31/01/21	NTS	31-Jan-22
A system has been chosen which produces clear images which the school as well as the law enforcement bodies can use to investigate crime, vandalism and these can easily be taken from the system when required.	31/01/21	NTS	31-Jan-22
Cameras have been sited so that they provide clear images.	31/01/21	NTS	31-Jan-22
Cameras have been positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.	31/01/21	NTS	31-Jan-22
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).	31/01/21	NTS	31-Jan-22
Images from our CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	31/01/21	NTS	31-Jan-22
The recorded images will only be retained up to 30 days for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. Some exceptions may apply.	31/01/21	NTS	31-Jan-22
Except for law enforcement bodies, images will not be provided to third parties.	31/01/21	NTS	31-Jan-22
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.	31/01/21	NTS	31-Jan-22
The school knows how to respond to individuals making requests for copies of their own images.	31/01/21	NTS	31-Jan-22
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	31/01/21	NTS	31-Jan-22