

ST MARGARET'S PREP



ST MARY'S CALNE

Closed Circuit Television (CCTV) Policy incorporating Automatic Number Plate Recognition (ANPR)

Issued by:	Director of Estates (RJL) Bursar (DStJP)
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Location:	Website Staff Portal



CCTV POLICY

(TO BE READ IN CONJUNCTION WITH THE SCHOOL'S PRIVACY NOTICE)

1. Introduction

- 1.1 St Mary's Calne and St Margaret's Prep Calne use closed circuit television (CCTV) and Automatic Number Plate Recognition (ANPR) cameras to deter and reduce crime, provide a safe and secure environment for pupils, staff and visitors, control access to the site and to protect school property.
- 1.2 The system comprises a number of fixed and dome cameras with roving capability located at entrances, in car parks and on buildings around the site.
- 1.3 The CCTV/ANPR system is owned and operated by the school and its deployment is determined in consultation with the school's senior leadership team.
- 1.4 The CCTV/ANPR is monitored by designated individuals as approved by the school Data Compliance Officer (the Bursar).
- 1.5 The School's CCTV Scheme is registered with the Information Commissioner under the terms of the General Data Protection Regulation 2018. The use of CCTV/ANPR, and the associated images is covered by the General Data Protection Regulation 2018. This policy outlines the school's use of CCTV/ANPR and how it complies with the Act.
- 1.6 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators will be given guidance in their responsibilities under the Information Commissioners Office (ICO) CCTV Code of Practice. All relevant employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

2. Statement of Intent

- 2.1 The school complies with the ICO CCTV Code of Practice to ensure CCTV/ANPR is used responsibly and safeguards both trust and confidence in its continued use.
- 2.2 CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix B). In other 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.

- 2.3 Planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3. Siting the Cameras

- 3.1 Cameras will be sited so 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 Data Protection Act 2018.
- 3.2 The School will make every effort to position cameras so that their coverage is restricted to the school premises, which may include areas used by the public.
- 3.3 Members of staff will have access to details of where CCTV cameras are situated – see Appendix A.

4. Storage and Retention of CCTV images

- 4.1 Recorded CCTV data will not be retained for longer than is necessary; in most instances this will be for a minimum of 30 days and then automatically overwritten. While retained, the integrity of the recordings will be maintained in accord with the School Privacy Policy to ensure their evidential value and to protect the rights of the people whose images have been recorded.
School
- 4.2 All retained data will be stored securely.

5. Access to CCTV images

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

6. Complaints

- 6.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Director of Estates in the first instance.

Appendix A – Siting of Cameras

1. Main Entrance (ANPR)
2. Medical Centre (4 x CCTV cameras covering Main Entrance, Theatre car park, Reception)
3. Theatre (3 x CCTV cameras covering Theatre car park, car park at rear of theatre and the pedestrian access gate alongside theatre (the latter is a roaming camera which can view 250 degrees)
4. Main Building (CCTV has a roaming capability covering Lime Kiln Garden, St P's field and wider)
5. Old Gym (CCTV covering Alma Terrace Gate and St P's)
6. Automatic Vehicle Gate to side at Sports Centre (ANPR for vehicle access)
7. Gibbins Gate (CCTV camera and ANPR)
8. St Margaret's Main Vehicle Gate (CCTV camera)
9. North End Gate (ANPR and CCTV camera with roaming capability)
10. Grounds Depot (CCTV camera)

Appendix B – CCTV Signage

It is a requirement of the General Data Protection Regulation 2018 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or address for enquiries

