Woodland Primary School

'Together We Thrive'

Closed Circuit TV Policy

Evidence of intentions and practice - for the information of staff, governors, parents, MAT, OFSTED and DfE

Prepared by:
Mr. S Harris (Head)

Approved by:
Local Governing Body

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Autumn 2028

Review date:

WOODLAND PRIMARY SCHOOL

Closed Circuit TV Policy

1 Introduction

1.1 Woodland Primary School uses Closed Circuit Television (CCTV) images for security and the prevention of crime, to monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property. The use of CCTV, and the associated images is governed by the Data Protection Act. This policy outlines the school's use of CCTV and how it complies with the Act.

1.2 We may disclose CCTV footage to the Police or other bodies with enforcement powers where it is deemed necessary for the prevention or detection of crime or the apprehension or prosecution of offenders. We may also be required by law to disclose footage where a court grants an order for disclosure.

1.3 The system comprises a number of fixed and dome cameras. The system does not have sound recording capability. The CCTV is monitored centrally by the admin office staff.

1.4 The CCTV system is owned and operated by the school. Changes to the use or deployment of the system are determined by the Headteacher or Deputy Head.

1.5 The introduction of new cameras or any significant changes to the direction or location of current cameras will be subject to a Privacy Impact Assessment.

1.6 Woodland Primary School is registered as a Data Controller with the Information Commissioner's Office; the details may be viewed at the following link – https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/

1.7 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 are trained by the school in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

2 Compliance

2.1 The school makes all reasonable efforts to comply with the Information Commissioner's Office CCTV Code of Practice and the Surveillance Commissioner's Code of Practice.

2.2 The school notifies the Information Commissioner of its processing of personal data, including CCTV footage, each year through its registration no. which is found on ICO website if not known.

2.3 CCTV warning signs will be maintained and prominently displayed at all entrances to the areas where cameras are deployed, including school gates where outdoor areas are included in the cameras' coverage.

2.4 The school maintains its CCTV Policy which will be reviewed at least every 2 years;

2.5 Disciplinary action will be taken against any member of staff who is found to have intentionally misused the CCTV system. Any willful breach of confidentiality will be dealt with as a serious breach of the School's policies and the employee's contract of employment. Any such incidents will be fully investigated and are likely to be reported to the Information Commissioner's Office and/or the Police.

3 Siting of Cameras

3.1 The school will make all reasonable efforts to ensure that cameras are operated responsibly and unwarranted intrusion into any person's privacy is avoided. Cameras will not be sited in toilets or changing rooms. CCTV will not be used in classrooms.

3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises. The school will ensure particular care is taken to protect the privacy of local residents' homes and gardens.

3.3 Members of staff will normally be aware of all camera locations, with the exception of cameras placed for the purpose of covert monitoring.

3.4 Should any person have concerns about the location or orientation of cameras they may ask the Headteacher or Deputy Head to review the siting of the relevant camera(s).

4 Covert Monitoring using CCTV Cameras

4.1 The school may in exceptional circumstances set up covert monitoring. For example:
- (i) Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- (ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

4.2 In these circumstances authorisation must be obtained from the Headteacher or Assistant Head and external legal advice will be obtained in respect of any proposed monitoring. Covert monitoring must cease following completion of the investigation.

5 Retention of CCTV Data

5.1 Data will not be retained for longer than is necessary and all retained data will be stored securely. Unless it is being retained for a specified purpose CCTV data will normally be retained for 31 days before being deleted/overwritten by new data.

6 Access to CCTV images

6.1 Access to recorded images will be restricted to authorised members of staff. Requests for access to CCTV footage will be considered by the Headteacher or Deputy Head.

6.2 The Police may request access to CCTV data and such requests must be made on a Humberside Police DP9 form or appropriate Data Protection Act Section 29 form. Access to CCTV footage may be provided to the Police without a prior written application only if there is believed to be an immediate risk to a person's health or wellbeing or the safety of the school. The reason for any such access will be logged and this will include the Police Officer's name and badge number

7 Subject Access Requests (SAR)

7.1 Any person may request access to CCTV footage which identifies them through the Data Protection Act. All requests should be made in writing to the Head Teacher.

7.2 Applicants must provide enough information to enable the school to identify the footage they require, for example, the date, time, location and a description of their appearance. The applicant may also be required to provide proof of their identity prior to disclosure.

7.3 The school will respond to requests within 30 calendar days of receiving the written request and a description of the data being sought.

7.4 The school reserves the right to refuse access to CCTV footage where this would prejudice the privacy of other persons or prejudice an investigation. In circumstances where we cannot provide you with a copy we may sometimes be able to balance your right of access against other people's privacy by allowing you to view footage.

8 Further Information and Complaints

8.1 The school received 0 complaints in respect of its CCTV system during the years 2025/26.

8.2 Enquiries or complaints about the operation of CCTV within the school should be directed to the Headteacher at the address below. Any person may also submit a Freedom of Information request for information about how the CCTV system is operated though details may not be provided where disclosure would compromise safety, security or the rights of third parties.

The Headteacher
Woodland Primary School
Flinton Grove
HU9 5SN
admin@woodland.het.academy

9 Additional Information

9.1 Further information on CCTV can be obtained from:

Surveillance Camera Commissioner,
https://www.gov.uk/government/organisations/surveillance-camera-commissioner

The Information Commissioner's Office,
https://ico.org.uk/for-the-public/cctv/

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