

	Paradise Primary School 1 Bretton Street Dewsbury WF12 9BB	Issued and Approved by: Paradise Primary School Governing Body	Date of Next Review: August 2026
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CCTV Policy			

### 1. Purpose of this Policy

Paradise Primary School uses Closed Circuit Television (CCTV) for the purpose of:

- Ensuring the safety and security of pupils, staff, visitors, and school property.
- Assisting in the prevention and detection of crime.
- Supporting the safeguarding of children by monitoring access to the site.
- Protecting the school community while respecting individual privacy rights.

This policy sets out how CCTV is managed in compliance with the Data Protection Act 2018, the UK GDPR, and safeguarding requirements.

### 2. Legal and Statutory Framework

This policy is written with regard to:

- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- The Protection of Freedoms Act 2012 (Code of Practice for Surveillance Cameras).
- Ofsted Education Inspection Framework (safeguarding).

### 3. Location of Cameras

- Cameras are sited to cover key external entrances, exits, corridors, and communal areas.
- CCTV will **not** be used in toilets, changing rooms, or other private areas.
- The positioning of cameras has been carefully chosen to avoid unnecessary intrusion.

### 4. Operation of the System

- The CCTV system operates 24 hours a day, 7 days a week, 365 days a year.
- Images are recorded digitally and stored securely.
- Access to live feeds and recordings is restricted to authorised staff only.

### 5. Data Storage and Retention

- CCTV footage is retained for **28 days** unless required for an ongoing incident, investigation, or safeguarding matter.
- After the retention period, images are automatically overwritten.
- Copies may be securely retained longer where required by law enforcement or safeguarding investigations.

## 6. Access and Disclosure

- Access to CCTV footage is restricted to:
  - The Headteacher
  - The Designated Safeguarding Lead (DSL)
- Images will only be disclosed to:
  - The Police, for crime detection or investigation.
  - Relevant safeguarding authorities, where necessary.
- Requests from parents, staff, or pupils will be considered under Data Protection Subject Access Rights, and handled within statutory timescales.

## 7. Signage and Privacy

- Clear signage is displayed around the school to inform staff, pupils, parents, and visitors that CCTV is in operation.
- Signs include the purpose of monitoring and contact details for enquiries.
- CCTV will not be used for staff performance monitoring.

## 8. Data Protection and Accountability

- Paradise Primary School is the **Data Controller** for CCTV images.
- The Headteacher is responsible for ensuring compliance with this policy.
- The school's Data Protection Officer (DPO) oversees compliance with data protection law.
- All processing of CCTV data will be logged, including requests for access and disclosures.

## 9. Review of Policy

This policy will be reviewed **annually** by the Governing Body and updated where necessary.

System checks and maintenance will be carried out regularly by an approved contractor, with service certificates retained on file.