

CCTV Policy Appendix A:

Introduction

The system comprises 131 fixed cameras, none of which are Pan, Tilt and Zoom (PTZ)

The system does not have sound recording capability.

The CCTV system is owned and operated by the school service provider, the deployment of which is determined by the school's leadership team.

The CCTV is monitored centrally from the Pastoral, SLT's and SECAT Estate Manager's offices.

Storage and Retention of CCTV Images

The school retains CCTV images for 18 days unless an incident is ongoing in which case it will be securely stored until the investigation is completed.

The school stores CCTV images by use of NAS devices in secure comms rooms.

CCTV Signage

It is a requirement of the Data Protection Act 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.

