



CCTV Policy

for

The ACE Centre Nursery School

This policy was adopted by a meeting of The ACE Centre Nursery School governors:

Date to be reviewed: April 2025

Signed: Catherine Hayward (Chair of Governors)
Catherine Hayward

Signed: Lynn Jenkins (Headteacher)



Introduction

The principle of this policy is to regulate the management, operation and use of the Closed Circuit Television (CCTV) system at The ACE Centre Nursery School.

Purpose

The CCTV system is installed for the purpose of supporting access control and enhancing security of the school building and associated assets. CCTV is intended for the purposes of:

- Assisting in the identification, apprehension and prosecution of offenders
- Protecting the health and safety of staff, children, contractors and visitors
- Protecting the school building and associated assets
- Reducing incidents of crime and antisocial behaviour, including theft and vandalism
- Supporting police in crime prevention
- Supporting safeguarding of children

The CCTV system is owned by the school, the deployment of which is determined by the Headteacher and the system does not have the capability to record sound.

The school is registered with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation 2016 (GDPR).

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 made aware of their responsibilities in following the [CCTV Code of Practice](#). All employees are aware of the restrictions in relation to access and disclosure of recorded images.

Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and use of recorded material. School complies with the ICO's CCTV Code of Practice to ensure responsible use, safeguarding both trust and confidence in its use.

CCTV warning signage is clearly and prominently located in areas where cameras are installed. This signage contains details of the purpose for using CCTV.

This policy prohibits monitoring based on the characteristics or classification contained in equality and other related legislation e.g. race, gender, sexual orientation, ethnicity or disability etc.

Video recording for security purposes is limited to uses that do not violate an individual's reasonable expectation to privacy.



Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee.

All CCTV systems and associated equipment will be compliant with this policy. As recognisable images captured by CCTV systems are 'personal data', they are subject to provisions of the DPA and GDPR.

Location of Cameras

CCTV cameras are located so that they only capture images relevant to the purpose for which they have been installed and care will be taken to ensure that reasonable privacy expectations are not violated. The school will consider the location of equipment to ensure images captured comply with legislation.

CCTV Video monitoring and recording of public areas may include:

- Criminal Investigation: Robbery, burglary, theft surveillance, offences against the person and safeguarding
- Monitoring of access control: Monitor and record access to the building
- Protection of school building and property: Entrances and exits

Covert Monitoring

The school will not engage in covert monitoring.

Data Storage and Retention

Recorded data will not be retained for longer than 31 days, except where the image identifies an issue and is retained specifically in the context of an investigation or prosecution of that issue. This data will be stored securely at all times.

Access to CCTV Images

Access to recorded images will be restricted to staff authorised to view them and will not be made widely available. Supervising the access and maintenance of the CCTV system is the responsibility of the Centre Administrator and Headteacher.

Access and Third Party Disclosure

There will be no disclosure of recorded data to third parties other than those authorised e.g. Police and service providers, providing a legitimate function e.g. investigation of a particular issue.

The data may be used within internal disciplinary and grievance procedures as required, but will be bound to the confidentiality requirements of those procedures.

Subject Access Requests

The DPA and GDPR provide the right for individuals to request CCTV footage relating to themselves.

All requests should be submitted in writing to the Data Protection Officer (DPO), relevant information is located within the school's Data Protection Policy.

- All individuals submitting requests for access will be required to provide sufficient information to enable related footage to be identified
- There is currently no facility to provide copies of CCTV footage, however the applicant may view footage if available

The Headteacher reserves the right to refuse access to CCTV footage if it may prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

CCTV Signage

It is a requirement of the DPA to notify people entering an area protected by CCTV that the area is monitored by CCTV and that images are being recorded. The school is obliged to ensure fulfilment of this requirement.

CCTV signage should include:

- That the area is covered by CCTV surveillance and images are being recorded
- The purpose for which CCTV is being used
- The name of the school
- Contact details for enquiries or further information

CCTV Signage

The ACE Centre Nursery School

CCTV in Operation



Warning CCTV cameras in operation.

Images are being monitored and recorded for the purpose of crime prevention, safety of staff and children and the protection of the school and its property.

This system operates 24 hours a day and is controlled by the school.

For more information please contact:



Richard Thorpe (richard.thorpe@cnacecentre.co.uk)







CCTV Policy APPROVED

Final Audit Report

2024-07-01

Created:	2024-07-01
By:	Hazel Sheridan (lj338652@oxfordshire.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAATkCn1Qi9PwKvTAozh-XqWma1kXNASrNL

"CCTV Policy APPROVED" History

-  Document created by Hazel Sheridan (lj338652@oxfordshire.gov.uk)
2024-07-01 - 11:54:13 AM GMT- IP address: 136.226.167.105
-  Document emailed to c.hayward@ace-chipping-norton.co.uk for signature
2024-07-01 - 11:54:29 AM GMT
-  Email viewed by c.hayward@ace-chipping-norton.co.uk
2024-07-01 - 11:59:00 AM GMT- IP address: 66.249.93.32
-  Signer c.hayward@ace-chipping-norton.co.uk entered name at signing as Catherine Hayward
2024-07-01 - 11:59:36 AM GMT- IP address: 81.187.65.134
-  Document e-signed by Catherine Hayward (c.hayward@ace-chipping-norton.co.uk)
Signature Date: 2024-07-01 - 11:59:38 AM GMT - Time Source: server- IP address: 81.187.65.134
-  Agreement completed.
2024-07-01 - 11:59:38 AM GMT