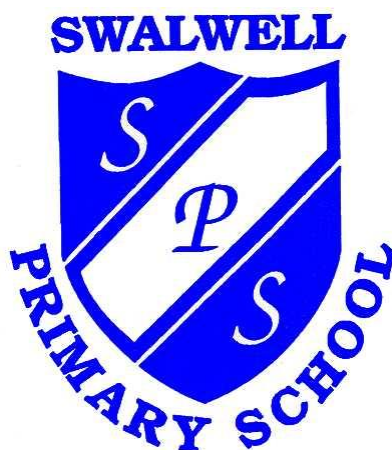


# CCTV Policy



## Named personnel with designated responsibility for Attendance:

| Academic year | Head teacher  | Head Of Swalwell Primary | SBM           | Chair of Governors |
|---------------|---------------|--------------------------|---------------|--------------------|
| 2026/27       | Mrs R Hocking | Miss G Jelly             | Mrs E Elliott | Mrs L Gray         |

| Review Date | Changes made | By whom | Date Shared |
|-------------|--------------|---------|-------------|
| Sep 26      |              |         |             |
|             |              |         |             |
|             |              |         |             |

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# 1. Introduction

1.1 Swalwell Primary Swalwell Primary has in place a CCTV surveillance system. This policy details the purpose, use and management of the CCTV system at the Swalwell Primary and details the procedures to be followed in order to ensure that the Swalwell Primary /academy complies with relevant legislation and the current Information Commissioner's Office Code of Practice.

1.2 Swalwell Primary Swalwell Primary will have due regard to the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012 and the Human Rights Act 1998. Although not a relevant authority, the Swalwell Primary will also have due regard to the Surveillance Camera Code of Practice, issued under the Protection of Freedoms Act 2012 and in particular the 12 guiding principles contained therein.

1.3 This policy is based upon guidance issued by the Information Commissioner's Office, 'In the picture: A data protection code of practice for surveillance cameras and personal information' ("the Information Commissioner's Guidance").

1.4 This policy and the procedures therein detailed, applies to all of the Swalwell Primary CCTV systems. CCTV images are monitored and recorded in strict accordance with this policy.

## **2. CCTV System overview**

2.1 The CCTV system is owned by Swalwell Primary Swalwell Primary here and managed by the Swalwell Primary . Under the Data Protection Act 2018 the Swalwell Primary is the 'data controller' for the images produced by the CCTV system. The Swalwell Primary is registered with the Information Commissioner's Office and the registration number is Z5500346. The CCTV system operates to meet the requirements of the Data Protection Act and the Information Commissioner's Guidance.

2.2 The Swalwell Primary Business Manager is responsible for the overall management and operation of the CCTV system, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.

2.3 The CCTV system operates across the Swalwell Primary site. We have 16 cameras.

2.4 Signs are placed at the main entrance and 3 other perimeter access gates in order to inform staff, students, visitors and members of the public that CCTV is in operation. The signage indicates that the system is managed by the Swalwell Primary /academy and a contact number for the Swalwell Primary is provided.

2.5 The caretaker is responsible for ensuring that adequate signage is erected in compliance with the ICO CCTV Code of Practice.

2.6 Cameras are sited to ensure that they cover Swalwell Primary premises as far as is possible.

2.7 The CCTV system is operational and is capable of recording for 24 hours a day, every day of the year. CCTV recordings are held for 10days then are permanently deleted.

2.8 Any proposed new CCTV installation is subject to a Privacy Impact Assessment.

2.9 Further information regarding the number and location of CCTV cameras is available at the main Swalwell Primary office.

### **3. Purposes of the CCTV system**

3.1 The principal purpose of the Swalwell Primary /academy CCTV system are as follows:

- for the prevention, reduction, detection and investigation of crime and other incidents;
- to ensure the safety of staff, students and visitors;
- to assist in the investigation of suspected breaches of Swalwell Primary /academy regulations by staff or students; and
- the monitoring and enforcement of traffic related matters.

3.2 The CCTV system will be used to observe the Swalwell Primary /academy area under surveillance in order to identify incidents requiring a response. Any response should be proportionate to the incident being witnessed.

3.3 The Swalwell Primary seeks to operate its CCTV system in a manner that is consistent with respect for the individual's privacy.

### **4. Monitoring and Recording**

4.1 Cameras are monitored in the main Swalwell Primary office, which is a secure area.

4.2 Images are recorded centrally on servers located securely in the Swalwell Primary and are viewable in the main Swalwell Primary office by Senior Leadership Team and administration staff. Additional staff may be authorised by the Headteacher to monitor cameras sited within their own areas of responsibility on a view only basis.

4.3 The cameras installed provide images that are of suitable quality for the specified purposes for which they are installed and all cameras are checked daily to ensure that the images remain fit for purpose and that the date and time stamp recorded on the images is accurate.

4.4 All images recorded by the CCTV System remain the property of the Swalwell Primary .

4.5 The monitoring of staff activities will be carried out in accordance with Part 3 of the Employment Practices Code

4.6 The use of covert cameras will be restricted to rare occasions, when a series of criminal acts have taken place within a particular area that is not otherwise fitted with CCTV.

4.7 Covert recording will only take place if informing the individual(s) concerned would seriously prejudice the reason for making the recording and where there is reasonable grounds to suspect that illegal or unauthorised activity is taking place. All such monitoring will be fully documented and will only take place for a limited and reasonable period.

4.8 Body worn cameras may be used during Security patrol duties. The downloading of images from such cameras will only be conducted by trained security staff and cameras will be cleansed following each shift.

## **5. Compliance with Data Protection Legislation**

5.1 In its administration of its CCTV system, the Swalwell Primary /academy complies with the Data Protection Act 1998. Due regard is given to the data protection principles embodied in the Data Protection Act. These principles require that personal data shall be:

- a) processed fairly and lawfully;
- b) held only for specified purposes and not used or disclosed in any way incompatible with those purposes;
- c) adequate, relevant and not excessive;
- d) accurate and kept up to date;
- e) be kept longer than necessary for the particular purpose;
- f) processed in accordance with the rights of individuals;
- g) kept secure; and
- h) not be transferred outside the European Economic Area unless the recipient country ensures an adequate level of protection.

5.2 From 25 May 2018, the Swalwell Primary /academy will also comply with the General Data Protection Regulation. Due regard will be given to the data protection principles contained within Article 5 of the GDPR which provide that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner;
  - b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
  - c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
  - d) accurate and, where necessary, kept up to date;
  - e) kept in a form which permits identification of the data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- and

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

## **6. Applications for disclosure of images**

### **Applications by individual data subjects**

6.1 Requests by individual data subjects for images relating to themselves “Subject Access Request” should be submitted in writing to the Swalwell Primary /academy’s Governors and the Headteacher together with proof of identification.

6.2 In order to locate the images on the Swalwell Primary /academy’s system, sufficient detail must be provided by the data subject in order to allow the relevant images to be located and the data subject to be identified.

6.3 Where the Swalwell Primary /academy is unable to comply with a Subject Access Request without disclosing the personal data of another individual who is identified or identifiable from that information, it is not obliged to comply with the request unless satisfied that the individual has provided their express consent to the disclosure, or if it is reasonable, having regard to the circumstances, to comply without the consent of the individual.

### **Access to and disclosure of images to third parties**

6.4 A request for images made by a third party should be made in writing to the Headteacher.

6.5 In limited circumstances it may be appropriate to disclose images to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime or in other circumstances where an exemption applies under relevant legislation.

6.6 Such disclosures will be made at the discretion of the Headteacher, with reference to relevant legislation and where necessary, following advice from the Swalwell Primary /academy’s Governors and Data Protection Officer.

6.7 Where a suspicion of misconduct arises and at the formal request of the Investigating Officer or HR Manager/Advisor, the Headteacher may provide access to CCTV images for use in staff disciplinary cases.

6.8 The Headteacher may provide access to CCTV images to Investigating Officers when sought as evidence in relation to student discipline cases.

6.9 A record of any disclosure made under this policy will be held on the CCTV management system, itemising the date, time, camera, requestor, authoriser and reason for the disclosure.

## **7. Retention of images**

7.1 Unless required for evidential purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 10 days from the date of recording. Images will be automatically overwritten after this point.

7.2 Images which are required to be held in excess of the retention period referred to in 7.1, must be copied onto an encrypted USB stick within the first 10 days of incident.

7.3 Images held in excess of their retention period will be reviewed on a three monthly basis and any not required for evidential purposes will be deleted.

7.4 Access to retained CCTV images is restricted to the Headteacher and other persons as required and as authorised by the Headteacher.

## **8. Complaints procedure**

8.1 Complaints concerning the Swalwell Primary 's use of its CCTV system or the disclosure of CCTV images should be made in writing to the Headteacher at: Swalwell Primaryschool@gateshead.gov.uk

8.2 All appeals against the decision of the Headteacher should be made in writing to the Chair of Governors at [swalwellgovernors@gatedu.org](mailto:swalwellgovernors@gatedu.org)

## **9. Monitoring Compliance**

9.1 All staff involved in the operation of the Swalwell Primary 's CCTV System will be made aware of this policy and will only be authorised to use the CCTV System in a way that is consistent with the purposes and procedures contained therein.

9.2 All staff with responsibility for accessing, recording, disclosing or otherwise processing CCTV images will be required to undertake GDPR training.

## **10. Policy review**

10.1 The Swalwell Primary 's usage of CCTV and the content of this policy shall be reviewed annually by the Headteacher with reference to the relevant legislation or guidance in effect at the time. Further reviews will take place as required.