

# **Ysgol Maes Hyfryd**

## **CCTV Policy**



### **Introduction**

This Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Ysgol Maes Hyfryd.

The system comprises a number of fixed and dome cameras located around YMH site.

All cameras are monitored within YMH and by YMH's preferred monitoring company. This policy follows guidelines issued by the CCTV Commissioner and The Information Commissioner. The CCTV system is owned by YMH.

### **Why does the school have CCTV?**

- To protect the school buildings and assets.
- To improve personal safety and reduce the fear of crime.
- To protect and maintain the well-being of people and their property who may be on the site
- To assist staff in identifying and resolving incidents
- To assist the police in a bid to deter and investigate crime and assist in identifying and prosecuting offenders.

### **Policy Statement**

Whilst operating CCTV, YMH will endeavour to comply with guidance and Codes of Practice issued by the Information Commissioner [www.ico.org.uk](http://www.ico.org.uk) and the Surveillance Camera Commissioner and will continue to be registered with the Information Commissioner under the terms of the General Data Protection Regulation and the Data Protection Act 2017 and will to the best of its ability comply with Data Protection, Privacy and Human Rights requirements. YMH treats the system and all information, documents and recordings obtained and used as data in accordance with legislation. Recordings will only be released to the media for use in the investigation of a specific crime following a specific request by the police.

### **Lawful Basis for Processing**

Cameras will be used to monitor activities within YMH and its car parks and other public areas to identify potential or actual criminal activity or behaviour which does not comply with school codes of conduct and for securing the safety and well-being of pupils, staff and visitors. Static cameras will not be focused on private homes, gardens or other areas of private property.

Processing is considered to form part of the Schools Public Task therefore the lawful basis of processing is considered to be:

- Article 6(1)(e,) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Images of individuals captured by the system have a right to object and should follow the complaints procedure defined below.

### **CCTV coverage**

Within the buildings the CCTV coverage is in corridors, access areas, public and social areas.

Warning signs are displayed appropriately, as required by the Code of Practice of the Surveillance & Information Commissioners,

CCTV system will be operated 24 hours each day, every day of the year.

### **How long is data retained?**

Unless data is required for the above purposes by YMH or investigatory bodies e.g. data will be kept for 30 days and then over-written. If required for investigatory purposes data will be destroyed as soon as it is no longer required.

### **Roles**

#### **Governing Body**

The Governing Body is the Data Controller and owns the policy, fulfil a monitoring role, manage complaints and review the policy as appropriate. The Data Protection Officer will provide advice and assistance in these functions.

#### **Head Teacher**

- Responsibility for overall operation of the System.
- The Headteacher has day to day responsibility and accountability for how YMH uses CCTV systems.
- To approve access requests for held data on CCTV. In their absence an appointed deputy may approve access.

#### **School Business Manager**

- Day-to-day management of the system.
- Ensuring appropriate checks are carried out on a regular basis.
- Ensuring Data is disposed of appropriately.

## Data Protection Officer

- To provide an independent overview of compliance issues.
- Provide advice and assistance when requested.
- Advise and assist on complaints and the operation of the equipment.
- Monitor the privacy impact of the use of CCTV equipment.

## Complaints

Any complaints about YMH's CCTV system should be addressed initially to the Headteacher. If the Head Teacher is able to resolve the issue informally within 2 working days a report must be provided to the Governing Body.

If it is impossible for the Head Teacher to resolve the issue informally the complaint will be passed to the Chair of Governors for consideration by the Governing Body and the Data Protection Officer.

Complaints may also be directed to the School's Data Protection Officer. Individuals also have the right to complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk)

## Contacts

School Contact Mrs Helen Millard, Headteacher Ysgol Maes Hyfryd Fifth Avenue Flint CH6 5QL	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
<a href="mailto:mhmail@hwbbmail.net">mhmail@hwbbmail.net</a>	<a href="http://www.ico.gov.uk">www.ico.gov.uk</a>
YMH Data Protection Officer GDBR Consultancy Ltd David Bridge	Mrs Carolyn Worthington, Chair of Governors, c/o Ysgol Maes Hyfryd
<a href="mailto:david@gdbr.co.uk">david@gdbr.co.uk</a> <a href="http://www.gdbr.co.uk">www.gdbr.co.uk</a>	

The policy and privacy impact will be reviewed by the Data Protection Officer and Head Teacher and approved by the Governing Body.