



## CCTV Policy

<b>Written By</b>	Head Teacher	
<b>Frequency of Review</b>	Annually	
<b>Date reviewed and approved by Governing Body</b>	September 2025	
<b>Date of next review</b>	September 2026	
<b>Display on Website</b>	✓	
<b>Purpose</b>		
<b>Consultation</b>	<b>Governors</b>	✓
	<b>Parents</b>	x
	<b>Pupils</b>	x
	<b>Staff</b>	✓
<b>Links with other policies</b>		

# CCTV Policy

Burlington Junior School

Effective Date: October 2025

Review Date: October 2030 (if no changes made to systems)

Approved by: [Governing Body]

## 1. Purpose

The purpose of this policy is to:

- Enhance the safety and security of students, staff, and visitors.
- Protect school property against theft, vandalism, or damage.
- Assist in the prevention and investigation of incidents.
- Support the school's commitment to providing a safe learning environment.

CCTV (Closed Circuit Television) is used solely for these legitimate aims and not for the routine monitoring of staff or students.

## 2. Scope

This policy applies to:

- All CCTV systems installed on school premises (internal and external).
- All individuals (staff, students, contractors, visitors) recorded by the system.

## 3. Legal Framework

The school operates CCTV in accordance with:

- The Data Protection Act 2018 and UK GDPR (if applicable).
- Human Rights Act 1998 (Article 8 – Right to Privacy).
- Protection of Freedoms Act 2012 (regarding surveillance camera systems).

## 4. System Overview

- Cameras are positioned in areas that promote safety (e.g., entrances, corridors, playgrounds, car parks).
- No cameras are installed in private areas such as toilets or changing rooms.
- The system operates 24 hours a day, 7 days a week.
- CCTV signage is displayed outside the school office.

## 5. Data Storage and Retention

- Recorded footage is stored securely and accessible only to authorised personnel.
- Footage is retained for a maximum of 30 days, unless required for investigation or legal proceedings.
- After the retention period, data is automatically overwritten or securely deleted.

## 6. Access and Disclosure

- Access to CCTV footage is strictly controlled.
- Disclosure to third parties (e.g., police) will only occur when legally justified.
- Individuals may request access to footage of themselves under Data Protection law (Subject Access Request).

## 7. Responsibilities

- SBM/ Data Protection Officer (DPO): Overall responsibility for compliance and oversight.
- ICT : Maintenance and security of the system.
- All Staff: Expected to understand the purpose of CCTV and report misuse or concerns.

## 8. Misuse of CCTV

Any misuse of CCTV systems or footage (e.g., unauthorised viewing, sharing, or editing) is treated as a disciplinary matter and may result in formal action.

## 9. Review

This policy will be reviewed every 5 years or sooner if legislation or technology changes.

## 10. Contact

For questions or concerns about CCTV use, please contact:  
The school office