BURLINGTON JUNIOR SCHOOL

CCTV Policy

Written By	Head Teacher	
Frequency of Review	4 years	
Date reviewed and approved by Governing Body	Autumn 2026	
Date of next review	Autumn 2030	
Display on Website	✓	
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.	
Consultation	**Governors**	✓
	Parents	**x**
	Pupils	**x**
	Staff	✓
Links with other policies	**Data Protection** **Safeguarding** **Health and Safety** **Freedom of Information**	

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 4 years or sooner if legislation or technology changes.

10. Contact

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