

Bismilahir-Rahmanir-Rahim

**IQRA SLOUGH ISLAMIC PRIMARY SCHOOL
(ISIPS)**

CCTV

We Learn, We Lead, We Inspire

Review Date..... 3rd February 2020 ..

Signature..... 

Frequency of Review..... 2 Years

Next Review Date..... 3rd February 2022

IQRA Primary School

CCTV Policy

INTRODUCTION:

The Governors and staff consider that pupil safety is paramount and have enhanced its current CCTV facilities to achieve greater safety.

IQRA School maintains a CCTV system consisting of a number of fixed cameras together with a number of pan, tilt and zoom cameras located at strategic locations. The cameras are located internally and externally. CCTV only operates in corridors and external areas. There are no cameras in classrooms, toilets or changing rooms. There is a facility for audio to be recorded in the office Reception area – activated by a panic switch and is only used when a staff member feels threatened. Appropriate signage is in place. The School adheres to the ICO's code of practice for the use of CCTV.

This Policy sets out the purpose of the system and the procedures to be followed when managing the system.

This Policy will be reviewed bi-annually.

Objectives of the CCTV System:

- To protect the school's buildings and its assets
- To increase personal safety and reduce the fear of crime
- To support the school in a bid to deter and detect crime
- To assist in the identifying, apprehending and prosecution of offenders
- To protect staff, members of the public and property
- To improve pupil behaviour
- To enhance Health and Safety

Statement of Intent:

The School does not need to ask individuals' permission to use CCTV, but it is made clear where individuals are being recorded with security cameras being clearly visible and accompanied by signage that CCTV is in use on the site.

The School will treat the CCTV system and all information, documentation and recordings obtained in the strictest confidence.

CCTV cameras will be used to monitor activities within the school, its car parks and other public areas to identify criminal activity actually occurring, anticipated or perceived and for the purpose of securing the safety and well being of the school and its visitors.

It ensures that private dwellings and property other than that in the periphery of a view that is focussed upon school site locations will not be covered by the CCTV cameras.

The planning and design of the system aims to ensure that the scheme gives maximum effectiveness and efficiency but it is recognised that no system can guarantee to cover or detect every single incident taking place in the areas of coverage.

Operation of the System:

The management of the scheme will be the responsibility of the Headteacher.

The day to day management will be the responsibility of the Headteacher, Business Manager and Site Controller.

Only authorised users may directly use the system. These are authorised by the Headteacher or a member of the Senior Leadership Team.

The system is in operation 24 hours a day, every day of the year.

Control of the System:

A member of the Site Team will, on a daily basis, check that all cameras are functional and that the system is recording. This is the responsibility of the Site Controller.

A maintenance contract is in place to carry out regular routine maintenance of the system and for emergency call out in the event of loss of image, etc.

Authorised users and managers of the CCTV system will satisfy themselves as to the identity of anyone wishing to have access to the images from the system and the purpose of the access. In the event that doubt of identity or purpose exists, permission will be refused.

Images captured by the system will be overwritten in 30 days.

When disposing of equipment which contains stored images, this equipment will be securely destroyed.

Data Access

Authorisation to view images is restricted to the Senior Leadership Team, Year Leaders, Behaviour Team and the Site Team. These people may authorise the viewing of images by other members of staff only when it is necessary to fulfil the objectives of the system,

for example to identify a person or image. Only members of the SLT may authorise the viewing of images by non-staff members where it is necessary for the purposes of meeting the objectives of the system.

Requests for Information:

Applications received from outside bodies to view or release records will be referred to the Headteacher and Governing Body if appropriate. Charges will be made to cover the costs of production and administration if appropriate.

Any requests received from the Police or other agencies (e.g. Social Services) will be met and full assistance provided by the School.

Copies of images can be produced where required for the purposes of meeting the objectives of the system. No additional copies will be made without permission from a member of the SLT. When no longer required for meeting the objectives of the system, all copies will be securely destroyed.

Complaints:

Any complaints about the School's CCTV system will follow the School's usual Complaints Procedure.

Public Information:

Copies of this Policy will be available to the public from the School upon request or can be found on the School website.

Any enquiries about the CCTV system should be directed to the Headteacher.

GDPR:

See Appendix 1 CCTV Fair Processing Notice

IQRA PRIMARY SCHOOL

Fair Processing Notice for CCTV

At IQRA Primary School, we respect your personal data. This Fair Processing Notice explains how we will use your personal data if you are on our CCTV cameras.

Our contact details

IQRA Primary School, Fernside, Off Wexham Road, Slough, Berkshire SL2 5FF

Tel: (01753) 520018 Email: office@iqra.slough.sch.uk

What personal data do we collect about you? How will we use that personal data?

We use CCTV 24 hours a day to monitor our premises for security and safety reasons. These are positioned around the school, internally and externally. There is a facility for audio to be recorded in the office Reception area – activated by a panic switch and is only used when a staff member feels threatened. As your image and audio recordings are your personal data, we are committed to your rights under Data Protection legislation

What is our legal basis for processing your personal data? How long do we hold your personal data?

We need a legal basis in order to process your personal data.

We have a legitimate interest to protect the premises, our business, staff and visitors.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

The DPO will review all requests for disclosure of CCTV images. Such requests can be made under the GDPR, the Data Protection Act 2018 or the Freedom of Information Act 2001. Such requests may come from the police or other agencies, solicitors, insurers or individuals. All requests will be considered in line with our Subject Access Request Policy.

When disclosing surveillance images of individuals, the DPO will consider if obscuring of identifying features is necessary or not. This will depend on the nature and context of the footage that is being considered for disclosure

Do we transfer your personal data outside of the EU or EEA?

We use Microsoft who is based in the USA. However adequate safeguards are in place as these organisations are certified to the EU-US Privacy Shield Framework.

How long do we keep your personal data for?

Images are overwritten automatically after 30 days. Unless they have been retained to investigate a specific incident.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

1. the right to request from us access to your personal data;
2. the right to request from us rectification of your personal data;
3. the right to request from us erasure of your personal data;
4. the right to request from us restriction of processing your personal data;
5. the right to object to our processing of your personal data;
6. the right of data portability;
7. if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
8. You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.