

# Aurora

## CCTV Policy

### Local Procedures

### Aurora Beeches School

Please refer to Main Policy A114 CCTV Policy

#### 1. Camera Locations

Where cameras are installed, appropriate signage is in place to warn students and staff of Aurora Beeches School that they are under surveillance. The signs will:

- Identify Aurora Beeches School as operators of the CCTV system.
- Identify Aurora Beeches School as the data controller.
- Provide contact details for Aurora Beeches School
- Cameras are only located Aurora Beeches School Cranborne Wimborne Dorset BH215RT

Cameras are not, and will not be aimed away from the grounds of Aurora Beeches School into public spaces or people's private property. Cameras will be positioned to maximise coverage, but there is no guarantee that all incidents will be captured on CCTV.

#### 1.1 Camera Locations

##### 1.1.1 Aurora Beeches School Camera Locations

- Static camera on the Beeches upper school main building rear wall providing view of the rear play area
- Static camera on the Beeches upper school main building wall outside the front of the building providing view of the front gardens
- Static camera on the main building rear internal corridor wall
- Static camera on the main building wall outside reception pointing towards the reception area (internal)

#### 2. Storage of CCTV Footage

Footage will be retained for 7 days. At the end of the retention period, the files will be overwritten automatically.

On occasion footage may be retained for longer than 7 days, for example where a law enforcement body is investigating a crime, to give them the opportunity to view the images as part of an active investigation.

Recordings will be downloaded and encrypted, so that the data will be secure, and its integrity maintained, and so that it can be used as evidence if required.



### 3. Access to CCTV Footage

Any individuals that access the footage must record their name, the date and time, and the reason for access in the access log.

Any visual display monitors will be positioned so only authorised personnel will be able to see the footage.

#### 3.1 Staff access

The following members of staff have authorisation to access the CCTV footage :

- The Principal
- The Head of School
- The Vice Principal
- The Site Maintenance Team Leader
- Anyone with express permission of the Principal

CCTV footage will only be accessed from authorised personnel's work devices, or from the visual display monitors.

All members of staff who have access will undergo training to ensure proper handling of the system and footage.

Any member of staff who misuses the surveillance system may be committing a criminal offence and will face disciplinary action.

#### 3.2 CCTV Access Log

Staff who access the CCTV Footage will be required to complete a CCTV Access Log.

The CCTV Access Log will be held on Teams, in SLT in folder titled **CCTV**.

The CCTV Access Log will contain details such as –

- Name of person who accessed CCTV.
- Location of CCTV access.
- Time and date of access.
- Reason for access.
- Who the access was authorised by.

### 4. Monitoring of CCTV Footage

Termly checks to determine whether footage is being stored accurately and being deleted after the retention period. The DPO will audit this on an annual basis.