

Aurora

CCTV Policy

Local Procedure

Aurora Brooklands School

Please refer to Group CCTV Policy A114

Local procedure

Data Protection Impact Assessment

The service recognises that CCTV systems can be privacy intrusive.

For this reason, the service has carried out a data protection impact assessment with a view to evaluating whether the CCTV system in place is a necessary and proportionate means of achieving the legitimate objectives as set out in the Aurora Group CCTV Policy.

The result of the data protection impact assessment has informed the service's use of CCTV and the contents of this procedure.

Details and Location of CCTV system

The CCTV system used by the service comprises of:

No	Camera Type	Location	Sound	Recording Capacity	Swivel/Fixed
Willow Building					
1	External	Willow Dining Hall LHS	Disabled	Y	Fixed
2	External	Willow Outside Server Room	Disabled	Y	Fixed
3	External	Willow Dining Hall RHS	Disabled	Y	Fixed
4	External	Willow Towards Cookery Exit	Disabled	Y	Fixed
5	Internal	Willow Reception	Disabled	Y	Fixed
6	Internal	Willow Towards Art	Disabled	Y	Fixed
7	External	Willow External Orangery	Disabled	Y	Fixed
8	Internal	Willow Outside Art	Disabled	Y	Fixed
9	Internal	Willow Upstairs Gallery	Disabled	Y	Fixed
10	External	MUGA RHS (From Willow)	Disabled	Y	Fixed
11	External	Willow Outside Dining Hall	Disabled	Y	Fixed

Aurora

12	Internal	Willow Toilet Corridor - Science	Disabled	Y	Fixed
13	External	Willow Outside Dining Hall LHS	Disabled	Y	Fixed
14	External	MUGA LHS (From Willow)			
15	External	Willow Car Park RHS	Disabled	Y	Fixed
16	External	Willow Patio Area outside Dining Room	Disabled	Y	Fixed
Oak Building					
17	External	Oak External Back Left Hand Side	Disabled	Y	Fixed
18	External	Oak Car Park Left Hand Side	Disabled	Y	Fixed
19	External	Oak Right Hand Side Fire Exit	Disabled	Y	Fixed
20	External	Oak Left Hand Corner Towards MUGA	Disabled	Y	Fixed
21	Internal	Oak Ground Floor Corridor Fire Exit	Disabled	Y	Fixed
22	External	Hopkin – Front	Disabled	Y	Fixed
23	Internal	Oak First Floor Classrooms	Disabled	Y	Fixed
24	Internal	Oak Landing	Disabled	Y	Fixed
25	Internal	Oak Reception	Disabled	Y	Fixed

Signs are displayed clearly across the site so that staff, students, visitors and members of the public are made aware that they are entering an area covered by CCTV.

CCTV cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, changing facilities.

System Management

Access to the CCTV system and data shall be password protected and will be kept in a secure area. This is currently in a secure folder in Teams.

The CCTV system will be administered and managed by the School Business Manager who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in the Aurora Group CCTV Policy. In the absence of the Systems Manager, the system will be managed by the Principal/Head of School.

Aurora

The CCTV system is designed to be in operation each day, every day of the year, though the service does not guarantee that it will be working during these hours.

CCTV images are not retained for longer than necessary, considering the purposes for which they are processed. Data storage is automatically overwritten by the system after a period of 14 days.

Recorded images will only be retained long enough for any incident to come to light (e.g., for a theft to be noticed) and the incident to be investigated. In the absence of a compelling need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 6 months.

The System Manager will check and confirm the efficiency of the system regularly and that the equipment is properly recording and that cameras are functional. If the CCTV system is not working properly the System Manager will report the fault to the IT Team.

Cameras have been selected and positioned to best achieve the objectives set out in the Group CCTV Policy by providing clear, usable images.

Details of all visits and visitors and requests to view images will be recorded in a CCTV Access Log including time/date of access and details of images viewed and the purpose for so doing which will be held by the School Business Manager, currently in a secure Teams folder.

The System Manager will ensure that the equipment is serviced periodically by a competent professional.

Complaints about the Use of CCTV

Any complaints in relation to the use of the CCTV system should be addressed to Head of School.

Requests for Access by the Data Subject

The Data Protection Act 2018 provides data subjects – those whose image has been captured by the CCTV system and can be identified – with the right to access data held about themselves, including those obtained by CCTV. Requests for such data should be made to the Head the School.

Details of all subject access requests for images will be recorded on GDPR Sentry and in the CCTV Incident and Request Log.

Public Information

Copies of the Aurora Group CCTV Policy and this local procedure will be available to the public upon request.