

Aurora

CCTV Policy – Chaldon School - Local procedure

Please refer to Group CCTV Policy A114 -

Data Protection Impact Assessment

The School recognises that CCTV systems can be privacy intrusive.

For this reason, the School 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 School's use of CCTV and the contents of this procedure.

Details and location of CCTV system

The CCTV system used by the School comprises of:

Camera Type	Location	Sound	Recording Capacity	Swivel/Fixed
Motion Detection CCTV Camera	1 by Main Gate – Entrance	No	No	Fixed
As Above	X2 by the edge of Bungalow – near Reception	No	No	Fixed
As Above	1 by end of main Bungalow – by the back near grassed play area	No	No	Fixed
As Above	X2 On the pole by the Exit Gate overseeing MUGA and Gate	No	No	Fixed
As Above	X2 On the pole by the Bins Shed overseeing MUGA and Gate	No	No	Fixed
As Above	X3 on the canopy by entrance in Building A and B Covering Food Tech / Science Lab and Canopy at the back fence for security.	No	No	Fixed
As Above	x1 on the canopy cover grass and security from the back of the school.	No	No	Fixed
As Above	X2 by the Print room at the back on the Canopy	No	No	Fixed
As Above	X1 by the plant room at the back of Bungalow.	No	No	Fixed
As Above	x2 on the pole back of the MUGA Covering Building C and PE Storage area	No	No	Fixed
As Above	X2 on the pole at the back of MUGA roadside covering MUGA and front fencing area.	No	No	Fixed
As Above	X1 due to be fixed covering back of Building C – Art block and Tool station at the back. Wiring is in place but not the actual camera yet.	No	No	Fixed

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Signs are displayed at the entrance of the building (Gate) stating “CCTV in operation” so that all stakeholders including 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, etc

System Management

Access to the CCTV system and data shall be password protected and will be kept in a secure area by central IT department.

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 Head of School.

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

CCTV images are not retained for longer than necessary, taking into account 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 in particular 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 so as to best achieve the objectives set out in the Group CCTV Policy in particular by providing clear, usable images.

Details of all visits and visitors and requests to view images will be recorded in a CCTV Access log book including time/date of access and details of images viewed and the purpose for so doing which will be held by Business Manager remotely with Central IT department.

The System Manager will ensure that the equipment are accessed by the school 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 the Principal / 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 of 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.