

# Aurora

## CCTV Policy

### Local Procedure

## Aurora Eccles and White House Schools

Please refer to Group CCTV Policy A114

### Local procedure

#### Details and location of CCTV system

The CCTV system used by the service comprises of:

Camera Type	Location	Sound	Recording Capacity	Swivel/ Fixed
Analogue	Reception - internal	No	21 days	Fixed
Analogue	End of M1 – facing main gate	No	21 days	Fixed
Analogue	End of M1 – facing up drive	No	21 days	Fixed
Analogue	Rear of Reception – facing car park	No	21 days	Fixed
IP	Side of New Hub – facing Taxi Rank	No	21 days	Fixed
IP	Side of New Hub – facing Reception/ Playground	No	21 days	Fixed
IP	Front of Reception – facing road	No	21 days	Fixed
IP	Front of reception – facing gate	No	21 days	Fixed

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

The signs contain contact details as well as a statement of purpose for which CCTV is used.

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

The CCTV system automatically retains footage for up to 21 days.

#### System Management

Access to the CCTV system and data shall be password protected and will be kept in a secure area of the Reception building.

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 Senior HR Administrator.

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, taking into account the purposes for which they are processed.

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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 contractor responsible for the maintenance of the system. A service contract, which includes annual servicing, is in place and renewed annually for this reason.

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 the School Business Manager, in the SBM Office.

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 the Principal.

## **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 School Business Manager.

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.