

# Aurora

## CCTV Policy

### Local Procedure

## Aurora Ryefields School

**Local procedure** - Please refer to Group CCTV Policy A114

### Data Protection Impact Assessment

Aurora Ryefields School acknowledges the privacy impact of CCTV systems. A DPIA has been completed to assess the necessity and proportionality of using CCTV in line with the legitimate purposes outlined in the Aurora Group CCTV Policy. This DPIA informs the usage and content of this local procedure.

### Details and location of CCTV system

#### Aurora Ryefields School operates a total of 17 CCTV cameras:

- 16 Meraki MV63 fixed external perimeter cameras
- 1 Meraki MV2 internal camera located in the IT comms room

### External Cameras

All external cameras record video only — audio functionality has been disabled. Where camera views include third-party property or public highways, these areas are digitally masked and not recorded.

<u>Camera ID</u>	<u>Location Description</u>	<u>Sound Recording</u>	<u>Storage</u>	<u>Type</u>
RYE-CCTV-01	Disabled Bays – Main Car Park	Disabled	256GB	Fixed
RYE-CCTV-02	Parking Bays – Main Car Park	Disabled	256GB	Fixed
RYE-CCTV-03	Dead End Path – Side of MUGA	Disabled	256GB	Fixed
RYE-CCTV-04	Side Exit & MUGA Rear Gate	Disabled	256GB	Fixed

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RYE-CCTV-05	Maintenance Shed Gate & MUGA Side Gate	Disabled	256GB	Fixed
RYE-CCTV-06	Side Path Facing Maintenance Gate	Disabled	256GB	Fixed
RYE-CCTV-07	Exit Door to Play Space	Disabled	256GB	Fixed
RYE-CCTV-08	Rear Seating Area – Right Side	Disabled	256GB	Fixed
RYE-CCTV-09	Rear Seating Area – Left Side	Disabled	256GB	Fixed
RYE-CCTV-10	Rear Garden Area	Disabled	256GB	Fixed
RYE-CCTV-11	Path Facing Side Gate	Disabled	256GB	Fixed
RYE-CCTV-12	Side Gate and Path to Upper Ground	Disabled	256GB	Fixed
RYE-CCTV-13	Car Park and Main Entrance	Disabled	256GB	Fixed
RYE-CCTV-14	MUGA	Disabled	256GB	Fixed
RYE-CCTV-15	Roof Exit	Disabled	256GB	Fixed
RYE-CCTV-16	Upper Ground Driveway & Kitchen Entrance	Disabled	256GB	Fixed

## Internal Camera

<u>Camera ID</u>	<u>Location Description</u>	<u>Recording Type</u>	<u>Storage</u>	<u>Visibility</u>
RYE-CCTV-IT Comms	Inside IT Comms Room (facing door)	Photo capture on entry only	Internal	Restricted to IT room only; no public areas

- The MV2 internal camera does not live record or capture video.
- It is configured to take a snapshot and log entries to the comms room.
- The camera view is restricted to the inside of the room and does not cover any public or pupil-accessible space.
- CCTV signage is displayed at all entrances and key areas.

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- Cameras are not positioned in any private areas such as toilets or changing rooms.

## **System Management**

- **System Access:** Access is secured using a Meraki dashboard, protected by email address-based Single Sign-On (SSO) and Multi-Factor Authentication (MFA).
- **Storage:** Video footage is stored locally on each Meraki MV63 device, with a recording capacity of 15 days in line with the Group CCTV Policy.
- **System Manager:** Headteacher (Aurora Ryefields School)
- **Deputy Manager:** Aurora Group IT Department
- **Operating Hours:** 24/7 coverage throughout the year (availability not guaranteed)

## **Data Retention**

- Footage auto-overwrites after **14 days**.
- In case of incidents, footage may be retained up to **6 months**, or longer if required for investigations.

## **Maintenance & Checks**

- Weekly checks by the System Manager to confirm functionality.
- Faults reported to the IT Support Team.
- Annual servicing by a qualified contractor.

## **Image Access Logs**

- Maintained by: **Aurora Group IT Department**
- Stored securely: Once an export request has been submitted, the required footage from each relevant camera is exported and temporarily retained for **15 days** within the Meraki system. During this period, it can be accessed securely via a link or by an approved manager using the Vision portal. If longer-term retention is required (e.g., for an ongoing investigation or GDPR request), a download request must be submitted to Group IT **before** the 15-day period expires. The footage will then be secured in a private channel accessible only to approved school staff within Microsoft Teams.

All footage is configured to **exclude** any recording of **third-party property** or **public highways**, where visible. These areas are digitally masked to prevent capture or storage of external data

## **Complaints About the Use of CCTV**

Complaints should be directed to the **Headteacher** or **School Business Manager**. All complaints are managed under the Group Complaints Policy

## **Requests for Access by the Data Subject**

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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 Headteacher

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.