Ysgol Gynradd Brychdyn
Broughton Primary School

CCTV Policy
Polisi CCTV
2025-2026

Review : This policy will be reviewed **annually**, unless there are any legally required changes. If this is the case the governors will agree to adopt the changes made.

Chair of Governors	Signed	Date	Reviewed

CCTV Policy

Introduction and Purpose:

We use CCTV and recordings to protect the premises and our equipment inside the building. We use CCTV to protect our staff who can be vulnerable to attack and abuse. We use CCTV to protect pupils and other site users. There are legal restrictions on how we can use CCTV and this policy reflects these measures. The General Data Protection Regulation 2018 covers the processing of images of individuals taken by CCTV cameras. This policy applies to all employees, contractors, temporary or agency staff, consultants, parents, pupils, visitors and any other persons who access the site.

The purpose of the CCTV is therefore to:

- Prevent or detect crime or disorder;
- Apprehend and prosecute any offenders (including using images as evidence in criminal proceedings);
- In the interests of public employee and pupil health and safety;
- Protection of our property and assets.

Definitions

For the purpose of the code of practice, the following definitions will apply:

Location
Broughton Primary School, Broughton Hall Rd, Broughton, Chester, CH4 0QQ

CCTV

Closed Circuit Television System

Data Protection Controller
Broughton Primary School

Data Protection Officer
E2E Education

Scope of the Policy

- We use CCTV in public areas for the protection of the premises, our assets, pupils and employees and site users. We will clearly display notices that we are using CCTV for these purposes in the areas covered
- We will not use covert CCTV against employees, unless there is no other reasonable alternative
- We will take steps, in line with the GDPR to keep recordings safe and restrict viewing access to authorised staff only
- Unless required by the police, or for disciplinary purposes, all images from CCTV will be erased after no more than 30 days
- We have the right to use and record CCTV image in and around the schools at all times.
- The CCTV system will be operated fairly and lawfully and only for the purposes authorised by the school
- The CCTV system will be operated with due regard for privacy of the individual.
- Any changes to the purposes for which the CCTV system is operated will require the prior approval of the Governing Body of Broughton Primary School and will be published in advance.
- CCTV may be used to allow the school to provide evidence to an independent review panel

System Details

The CCTV system consists of a number of overt colour CCTV cameras situated around the school site, which continuously record activities in that area.

Access to Information

The Freedom of Information Act 2000 and the UK Data Protection Act with GDPR 2018 will be adhered to. Any request for disclosure of information must be made to the Data Protection Controller.

Requests for information by the Police and other authorities must also be made through the Data Protection Controller.

Individuals who request images will be issued a request form (appendix 1). Upon receipt the School's Data Controller will determine if the request is appropriate and whether there is a duty of care to protect third parties. If the duty of care cannot be discharged, then the request can be refused. A written response will be made to the individual giving the decision (and if the request is refused giving reasons) within 30 days of receipt of enquiry. The Data Protection Controller may seek advice from the appropriate Data Protection Officer to make this decision.

Primary Request to View Data

Primary requests to view data generated by the CCTV system are likely to be made by third parties for any one or more of the following purposes:

- Providing evidence in criminal proceedings (Police and Criminal Evidence Act 1984, Criminal Procedures & Investigations Act 1996)
- Providing evidence for civil proceedings or tribunals
- The investigation and detection of crime
- Identification of witnesses
- The investigation on an incident on the premises involving any site user

More commonly, the school may need to access the CCTV system. See 'School access' section.

Third Parties

Third parties, which should be required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- Police
- Statutory authorities with powers to prosecute
- Solicitors
- Plaintiffs in civil proceedings
- Accused persons or defendants in criminal proceedings

School Access

Broughton Primary School will need to ensure the CCTV system is operating correctly. They will check the camera functionality:

Signage

Signs will be placed in the locality of the cameras. The signs will indicate:

- The presence of monitoring and recording
- The ownership of the system
- Contact telephone number

Complaints

Any use of the CCTV system or materials produced which is outside the policy and is inconsistent with the objectives of the system will be considered gross misconduct.

Misuse of the system will not be tolerated; continuing public support is vital. Any person found operating outside these codes without good and reasonable course would be dealt with under the schools disciplinary system. If any breach constitutes an offence under criminal or civil law then court proceedings may be taken.

Any complaint concerning misuse of the system will be treated seriously and investigated by the Governing Body. They will ensure that every complaint is acknowledged in writing within seven working days, which will include advice to the complainant of the enquiry procedure to be undertaken.

Where appropriate the Police will be asked to investigate any matter recorded by the CCTV system, which is deemed to be of a criminal nature.

Application to View CCTV footage

In the case of a member of the public, school community or wider community seeking to view CCTV images, they must complete the Application to View CCTV Footage form (appendix A). Upon submission of the completed form, school will assess the request and, if required, escalate to the DPO. A response will be sent to the requester within 10 school days,

Appendix A

APPLICATION TO VIEW CCTV IMAGES

SECTION 1: APPLICANT DETAILS (to be completed by applicant)

Applicant's name	
Address to which reply should be sent	
Signature of applicant	

SECTION 2: DATA SUBJECT DETAILS (to be completed by applicant)

First and last name		**School Class (if applicable)**
Email		**Address**

SECTION 3: LOCATION OF CAMERA

Please indicate which cameras are required to be viewed to retrieve this data.

Date	Area	Approx Time	Description of clothing etc.

SECTION 4: DECLARATION STATEMENT (to be completed by applicant)

I declare that the information in this form is correct to the best of my knowledge and that I am entitled to apply for access to personal data referred to above, under the UK Data Protection Act with GDPR 2018.

Please tick the appropriate box:

☐ I am the person named as the Data subject in this application.

OR

☐ I am the agent for the person named and I have completed the authorisation section.

☐ I am the parent/guardian of the person who is under 13 years old.

☐ I am the parent/guardian of the person who is under 16 years old and who is unable to understand the request.

☐ Court appointment to manage the affairs of the person, a copy of document attached.

Signature:

Date:

SCHOOL USE ONLY

Date request received	
Date form sent to applicant (if applicable)	
Certification checked by	