



Le Rocquier School

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Security CCTV Policy (Version 1)

Purpose

Twenty four hour images are recorded for the purpose of surveillance and staff, student and public safety.

- Closed circuit television (CCVT) surveillance is an increasing feature of daily life, deployed in a variety of areas to which members of the school community have access. Currently the general public have free access to the external areas of the school these areas are also covered by CCTV.
- This policy applies to the CCTV system which captures images of identifiable individuals and instances for the purpose of promoting security and safety for all users of the school premises it also applies to the monitoring of the school external areas.
- The planning and design of the CCTV system has been undertaken to ensure maximum effectiveness and efficiency but cannot guarantee to cover all internal and external areas of the school building and grounds.
- The school will be responsible for all CCTV operated on the site and will be the data controller for the requirements of the Data Protection (Jersey) Law 2005 ensuring all obligations are met.
- The schools Head Teacher and Site manager are responsible for the operation and management of the CCTV system.
- All operators of the CCTV system shall be appropriately trained.
- Appropriate procedures will be created and maintained for the use of CCTV system with recording, viewing and retention of images will be undertaken in accordance with approved relevant standards.
- The school will not undertake covert surveillance without express authorisation from the head teacher or their appointee and approval of the Data protection Officer.
- Adherence to this policy and the use of CCTV will be reviewed annually by the Site manager and the Data Protection Officer.
- Reports of breaches will be investigated thoroughly and in accordance with the appropriate legislation.
- Any complaints regarding the use of CCTV at the school should be directed to the Head Teacher.

Document Title: Security CCTV Policy		
Approved by: Duncan Keys (Site Manager)		Date of Approval: 16/11/2021
Revision Period: Annual	Revision Number: 1	Date of next review: October 2022 Last updated: