



REACHING OUR POTENTIAL TOGETHER IN CHRIST

CCTV ACCESS POLICY



Devonshire Street, Accrington BB5 1DW

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ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

CHRISTIAN VISION STATEMENT

'To live and live splendidly' *John 10:10*

By reaching our potential together in Christ.

We believe that through the teaching of God's word at St Mary Magdalen's Church of England Primary School, we prepare our children for all challenges that lie before them, enabling all our school family to, **'live and live splendidly' *John 10:10*** **'By reaching our potential together in Christ.'** We endeavour to provide a rich soil, enabling our children to flourish socially, morally, and spiritually in a safe environment. We do this by being prayerful and accepting of God's word, following our Christian values where love is central to all we do ***Galatians 5:22-23***. It is our vision to inspire our children by creating a love of learning throughout our unique curriculum. We worship by celebrating our uniqueness in the acceptance and respecting of all our differences whilst remembering our faith's diversities and spirituality. ***John 13:34***.



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School CCTV Access Policy

Purpose & Scope

This policy governs the operation, management of the school's Closed-Circuit Television (CCTV) system. The system's primary objectives are ensuring the health and safety of students, staff, and visitors, protecting school property, and supporting safeguarding protocols. Casual or routine monitoring of staff performance or student behaviour is strictly prohibited.

Roles and Responsibilities

- CCTV monitoring – IT TECHNICIAN, HEADTEACHER AND MEMBERS OF THE SLT
- Managing Subject Access Requests - IT COORDINATOR, HEADTEACHER AND MEMBERS OF THE SLT
- Liaising with the DPO - IT TECHNICIAN

Subject Access Requests

- Include information about how individuals can request access to footage containing their image and how requests will be managed under GDPR requirements.

Signage Requirements

- CCTV signage is displayed around the school site, informing individuals that recording takes place.

Staff Training

- Annual staff training and awareness for authorised users to provide additional assurance.

Incident Logging

- A required audit log of:
 - Who accessed footage
 - Date and time of access
 - Reason for access
 - Outcome of access

Governance Monitoring

- Governors will receive periodic assurance reports regarding CCTV usage, compliance, security, and adherence to this policy.



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- The Governing Body will ensure that the CCTV system is operated in accordance with data protection legislation, safeguarding requirements, and school policies.
- Any breaches of this policy will be investigated and reported through the school's established procedures.

CCTV Access Arrangements

- Access to live and recorded CCTV footage is restricted to authorised personnel only.
- CCTV footage may only be viewed via approved devices located on the school premises and connected to the school's internal network.
- Access permissions will be reviewed regularly by the Headteacher and Governing Body to ensure they remain appropriate and necessary.
- All access to CCTV footage will be recorded within the school's CCTV audit log.

Legal Framework and Data Compliance

The school operates its CCTV system in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and guidance issued by the **Information Commissioner's Office (ICO)**. As CCTV footage that identifies individuals constitutes personal data, the school's **Governing Body** acts as the **Data Controller**.

CCTV Access

Access to live and recorded CCTV footage is restricted to authorised personnel and may only be viewed via secure terminals located on the school site. **Remote access to the CCTV system is not permitted under any circumstances.** CCTV footage cannot be viewed, streamed, downloaded, or accessed from any device outside the school's internal network.

Data Protection Impact Assessment (DPIA)

The school maintains a **Data Protection Impact Assessment (DPIA)** for its CCTV system in consultation with the school's **Data Protection Officer (DPO)**. The DPIA identifies and mitigates any risks associated with the collection, storage, and processing of CCTV footage and is reviewed periodically to ensure continued compliance with data protection legislation.

Retention and Security

CCTV recordings will be retained for a maximum period of **30 days**, after which they will be automatically overwritten unless the footage is required as part of an ongoing investigation, safeguarding matter, disciplinary process, or legal proceedings.

The CCTV system is protected through appropriate physical, technical, and organisational security measures. Access to recordings is limited to authorised personnel, and all viewing and retrieval of footage is managed in accordance with the school's data protection policies. The CCTV infrastructure is subject to regular security reviews and cybersecurity audits to ensure continued compliance with legal and regulatory requirements.



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This approach ensures that the school meets its safeguarding and security responsibilities while protecting the privacy and personal data of pupils, staff, visitors, and the wider school community.

Monitoring and review

This policy will be reviewed **annually** by the headteacher; the next scheduled review date for this policy is

SEPTEMBER 2027 Any changes made to this policy will be communicated to all members of staff, and pupils if necessary.

All staff, visitors and contractors will be required to familiarise themselves with this policy as part of their induction periods, or upon their attendance at the school.



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