

Polisi Teledu Cylch Cyfyng (Ysgolion) **Closed Circuit Television Policy (Schools)**



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YGG Parc y Tywyn : CCTV Policy



1. Introduction

The following policy relates to surveillance camera equipment and the gathering, storage, and use of Closed Circuit Television (CCTV) system recorded data.

The school is fully committed to operating a safe environment and has in place a CCTV system to assist in providing a safe and secure environment for students, staff and visitors, as well as protecting school property.

The school will have due regard to the Data Protection Act 1998, General Data Protection Regulation (GDPR) and any subsequent data protection legislation, Freedom of Information Act 2000, Protection of Freedoms Act 2012, the Human Rights Act 1998 and the guidance from the Information Commissioner's Office.

The school system comprises of numerous cameras located both internally and externally around the school sites. All cameras maybe monitored and are only available for use by approved members of staff.

The CCTV system is owned by the school and will be subject to review on an annual basis.

2. Purpose of CCTV

The school has installed a CCTV system to:

- Increase the personal safety of staff, students, visitors and reduce the fear of physical abuse, intimidation, and crime
- Protect school buildings and its assets to ensure they are kept free from intrusion, vandalism, damage, or disruption
- Support the Police in a bid to deter and detect crime
- Assist in prevention and detection of crime, and public nuisance.
- Assist with the identification, apprehension, and prosecution of offenders
- Assist with the identification of actions/activities that might result in disciplinary proceedings against staff and students.

3. Overview of System

The CCTV system runs 24 hours a day, 7 days a week.

CCTV cameras are located at strategic points on site, principally at the entrance and exit point for the sites and various buildings, as well as main thoroughfares and common areas throughout the sites.

Although every effort has been made to ensure maximum effectiveness of the CCTV system, it does not cover all areas and it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

4. Operation

A designated staff member is responsible for the day-to-day operation of the system and ensuring compliance with this policy.

The CCTV system must be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements of the Data Protection Act 1998 and GDPR.

Cameras will be used to monitor activities within the school grounds and other areas to identify criminal activity occurring, anticipated or perceived, and for the purpose of securing the safety and wellbeing of the occupants and visitors within the school grounds. The data may be used to support the school's behaviour policy as required.

Static cameras will not focus on private homes, gardens and other areas of private property.

Operators of cameras with PTZ capability will not direct cameras at an individual. Where an operator is requested to direct a camera/cameras in this way they should seek legal advice as to whether the proposed activity should be authorised under the Regulation of Investigatory Powers Act.

The planning and design of the existing CCTV system has endeavoured to ensure that the CCTV system will give maximum effectiveness and efficiency, but it is not possible to guarantee that the CCTV system will cover or detect every single incident taking place in the areas of coverage.

5. Image Viewing

The casual viewing or trawling of images or sounds captured by a CCTV system is strictly forbidden. Viewings must only be carried out for a specific legitimate purpose.

CCTV system monitors sited in reception areas are intended to provide live monitoring of reception areas by authorised school staff. The ability to view the CCTV system monitors must be restricted to those authorised to see them. Monitors must not be visible to all entering the premises.

Monitoring of CCTV systems where required will only be carried out by persons authorised by the relevant designated staff member.

6.Download Procedure

Should a download be required as evidence, an electronic copy may only be made by the designated staff member. If the only means to transfer footage is by the use of a portable storage unit, footage is to be deleted immediately after the data transfer has taken place.

7. Signage

All signage must be the corporate sign which is GDPR compliant, states the purpose of the system, the Council as the operator and a point of contact for enquiries and complaints.

All areas where fixed CCTV is in use, should be clearly signed. Such signs warn people that they are about to enter an area covered by a CCTV system or to remind them that they are still in an area covered by a CCTV system. Signs will also act as an additional deterrent. Signage should not be displayed in areas that do not have CCTV cameras. Signs will be prominently placed at strategic points and at entrance and exit points of the school sites to inform staff, students, visitors, and members of the public that a CCTV installation is in use, its purpose and details of the operator.

8. Access to Images

Under Article 15 of the GDPR, data subjects have the right to access information held about them by the school and to have a copy of that personal data.

Requests for access to CCTV images must include:

- The reason for the request
- The date and time the images were recorded
- Information to identify the individual, if necessary
- The location of the CCTV camera
- Proof of Identity

Such requests must be made in writing to the Data Protection Officer, schooldpo@carmarthenshire.gov.uk

Individuals who wish to have a copy of CCTV images (i.e. images not of the person making the request) do not have a right of access to images under the GDPR, and care must be taken when complying with such requests to ensure that neither GDPR, HRA or the CCTV Policy are breached.

Requests from third parties will only be granted if the requestor satisfies the following criteria:

- Law enforcement agencies (where the images recorded would assist in a specific criminal enquiry)
- Prosecution Agencies and their Legal Representatives

- Insurance Companies and their Legal Representatives

All third-party requests for access to a copy of CCTV footage should be made in writing to the schools Data Controller.

On occasion, police officers may request to view images taken from CCTV systems during the investigation of criminal activity. This is generally permitted under an exemption found in the UK GDPR Act.

9. Data Protection Act 1998

- CCTV digital images, if they show a recognisable person, are personal data and are covered by GDPR. This policy is associated with the school's GDPR Policy, the provisions of which should be adhered to at all times
- The school has registered its processing of personal data (including CCTV) with the Information Commissioner's Office (ICO).

Please see our website for further details of the Schools Data Protection policy.

10. Data Retention and Disposal

Recorded images will be retained for no longer than 30 days/ one calendar month from the date of recording, unless required for evidential purposes or the investigation. All images on electronic storage will be erased by automated system overwriting.

11. Complaints regarding operation of system

Complaints regarding the CCTV system and its operation should be made under the school complaints procedure.

12. Associated Policies and Guidance

- ICO Code of Conduct [Codes of conduct | ICO](#)

	Name	Signature	Date
Chair of Governors	Mathew Davies	MDavies	1/09/24
Headteacher	Angharad Williams	<i>AWilliams</i>	16.07.25

Review Date	May 2026
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