



Loughton School

CCTV Policy

1. Purpose

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Loughton School.

Cameras are located in and around the school site. All cameras are monitored and images are only available to selected senior staff. This Policy follows Data Protection Act guidelines.

The CCTV is intended:

- To protect pupils, staff and visitors.
- To increase personal safety and reduce the fear of crime.
- To protect the school buildings and assets.
- To help protect the personal property of pupils, staff and visitors.
- To support the police in preventing and detecting crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To assist in managing the school.

2. Data Protection

- Loughton School will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Data Protection Act and subject to GDPR requirements.
- Cameras will be used to monitor activities within the school and its grounds to identify criminal activity actually occurring, anticipated, or perceived. It will be used for the purpose of securing the safety and wellbeing of the pupils, staff and school together with its visitors.
- Warning signs will be clearly visible on the site.
- Any complaints in relation to the school's CCTV system should be addressed to the headteacher.

3. Retention of Information

CCTV recorded information will be retained for 90 days they will then be destroyed in an appropriate manner.

Where an incident has been identified, recorded information may be kept for a longer period. When this happens, details will be logged.

4. Sharing of CCTV

There may be occasions where Loughton School will need to share information with the Police, when an incident has occurred.

Requests from Police will be considered on a case by case basis according to Loughton School policy.