

CCTV Policy Appendix



Richmond Primary School

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| <i>Review date</i> | Autumn 2024 (October) |
| <i>Reviewed by</i> | K Money Penny |
| <i>Next review date</i> | As per policy review cycle |

CCTV Policy Appendix A:

Introduction

The system comprises 3 fixed cameras.

The system does not have sound recording capability.

The CCTV system is owned and operated by the school and the deployment is determined by the school's leadership team.

The CCTV is monitored centrally from the school office by the School Office Team Leader and the School Office and Welfare Assistants.

Storage and Retention of CCTV Images

The school does not retain or store CCTV images.

CCTV Signage

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled. The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded.
- The purpose of using CCTV.
- The name of the school.
- The contact telephone number or address for enquiries.

