

REAY PRIMARY SCHOOL



Reay school policies support our aims

- offer a breadth of experiences to all children inside and outside school
- reach the highest standards across the curriculum
- build self esteem
- develop social and emotional intelligence
- demonstrate a quality of leadership which embodies inclusion and respect

School CCTV and Camera Policy

Proportionality

CCTV is installed at the school to record site intruders. Cameras are installed to verify the identity of persons accessing the school site.

A register itemising each CCTV and camera, the intended viewing area and the reason for the camera is held at the school.

Transparency

The purpose for CCTV presence is to record intruders to the site. This statement is also available on the school's website.

Signs are strategically positioned on site advising of CCTV recording.

Storage & Retention

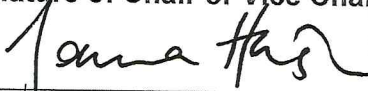
As the requirement for the data captured on the CCTV system is short term, data is stored for a period of ninety days only. The CCTV system uses a loop recording system, and data is deleted/overwritten after ninety days from the actual time of recording, i.e. after 2160 hours.

Cameras to identify persons buzzing in to access the site have no recording capability.

Subject Access Requests

Any person whose image is recorded on a CCTV system has a right to seek and be supplied with a copy of their own personal data from the footage in compliance with GDPR.

If any other individuals are visible in the footage requested, a footage redaction, i.e. blur out the faces of other individuals, would need to be applied by a professional service prior to release of the data to comply with data protection.

Date agreed by governing board on 4 th April 2019	Signature of Chair or Vice Chair 
Date agreed for review Spring 2022	Frequency of Review Annual / Bi-annual / Three-year cycle (unless required earlier)
Responsibility for Review Resources Committee /Headteacher	