

Thorpedene Primary School & Nursery



CCTV POLICY APPENDIX

<i>Review date</i>	<i>September 2025</i>
<i>Reviewed by</i>	<i>I. Hamilton</i>
<i>Next review date</i>	<i>September 2026</i>

Introduction

The system comprises 9 fixed cameras. The system does not have sound recording equipment. The CCTV system is owned and operated by Thorpedene Primary School using HikVision the deployment of which is determined by the school's leadership team.

The CCTV is monitored centrally from the school office as well as Deputy and Assistant Head Teachers offices by the office staff, Assistant Head and Deputy Head who is also the school's GDPR officer.

Storage and Retention of CCTV Images

The school retains CCTV images for 3 months. The school stores CCTV images on a centralised database. This is only accessible through a secure word and user.

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