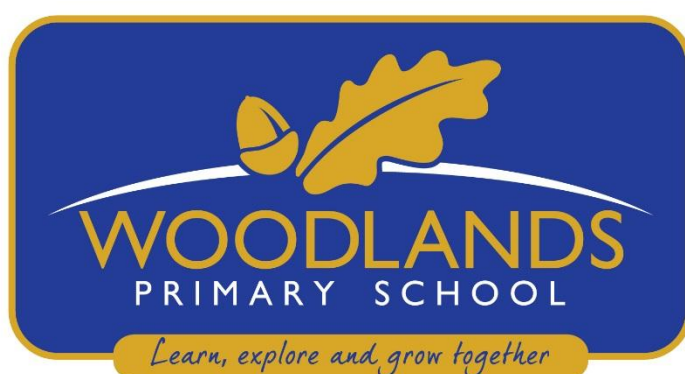


# Woodlands Primary School

## CCTV Policy



Written by	Vicki Lonie
Ratified by Governors	Spring 2026
Date for Review	Spring 2029
Signed – Chair of Governors	
Signed – Headteacher	
Is this an internal or external policy?	Internal
Is this based on a model policy?	No

This policy has been impact assessed by Vicki Lonie in order to ensure that it does not have an adverse effect on race, gender or disability equality.

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## 1. Introduction

The purpose of this policy is to regulate management, operation and use of closed-circuit television (CCTV) within Woodlands Primary School.

This policy adheres to guidelines from the Information Commissioner's Office (ICO) code of practice.

CCTV systems are maintained by third party contractors and the school's IT support team, in conjunction with the premises team.

## **2. Aims**

- to increase the personal safeguarding of staff, pupils and visitors
- to reduce property loss and strengthen theft detection and prevention
- to support police and other law enforcement agencies
- to protect buildings, property and other assets

## **3. Data Protection**

The use of CCTV and the associated images is covered by the data protection act 2018.

The school will comply with the information Commissioner's office (ICO) CCTV guidance to ensure that CCTV is used responsibly and safeguards both trust and confidence in its continued use. The guidance is published here: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/guidance-on-video-surveillance-including-cctv/>

In line with the data protection act 2018, the school will provide sufficient notification to persons, through school approved signage around the school site, that areas are monitored and recorded by CCTV.

## **4. Camera Location**

CCTV cameras are strategically positioned to capture only relevant, purposeful footage while safeguarding reasonable privacy expectations.

CCTC cameras in both reception areas record audio in addition to imagery.

The school will ensure that the location of equipment is carefully considered to ensure the images captured comply with the Data Protection Act 2018.

Where possible, cameras are positioned so that their coverage is restricted to the site premises, which includes outdoor areas.

Members of staff can contact the school business manager for details of where CCTV cameras are situated.

Signs are placed so that pupils, staff and the public are aware that they are entering a zone which is covered by surveillance equipment and live monitoring.

## **5. Storage and Retention**

Recordings are retained for 30 days, unless a recording is required for further investigation, usually by the police.

All retained footage is stored securely and access to recorded images is restricted to those staff authorised to view them.

## **6. Staff Access Rights**

The IT team, the premises team, the school business manager and members of the senior leadership team have full access to CCTV systems.

Office staff can observe live footage of designated cameras that allow views of areas of interest in relation to their front-of-school role.

No other cameras other than the designated cameras will be accessible for live monitoring and no recorded footage will be accessible to unauthorised personnel.

## **7. Maintenance**

School staff must report immediately any CCTV related concerns and issues to IT support.

The school business manager is responsible for ensuring regular checks are carried out, including:

- checking any save footage is not stored beyond retention periods
- checking sample footage can be retrieved and is playable
- checking the cameras and equipment are operating properly
- determining if equipment is no longer technologically fit for purpose and should be upgraded
- ensuring any special features are accurate e.g. time display

## **8. Parental Rights and Access**

Parents do not automatically have the right to view school CCTV footage, however they may request access under data protection laws.

To make a request, parents should send a subject access request to the data protection officer by emailing the office at [office@woodlands.kent.sch.uk](mailto:office@woodlands.kent.sch.uk).

Under GDPR law, parents have the right to request to view footage of themselves and their own child only. However, if the footage includes other pupils, staff or members of the public, the parent has no right to see the footage. The school's CCTV program does not allow for the blurring out of other individuals.

In cases where footage cannot be shared directly due to breach of privacy, the headteacher, alongside other members of the Senior Leadership Team, will view the footage and provide a summary of what has been seen.

## **9. Complaints**

