

## **USE OF CCTV ON COMPANY PREMISES**

### **1) PURPOSE**

The purpose of this policy is to highlight the arrangements in place for the use of CCTV on Company premises, as specified under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR).

### **2) SCOPE**

This policy applies to all Employees, Students and Visitors of Finborough School.

### **3) DETAILS**

3.1 There are 4 CCTV cameras situated around the premises that are used or accessed by staff, students, visitors and contractors, and signage has been erected to advertise this fact.

#### **3.1.1 Locations:**

Camera 1	Art/Science block (facing rear car park)
Camera 2	Art/Science block (facing classroom block)
Camera 3	Maintenance yard/containers
Camera 4	Maintenance yard/containers

3.2 The data recorded from each CCTV camera is overwritten every 2 weeks but may be retained for longer if required. In the event that the data is required as evidence that a crime has been committed on the premises, then it will be kept for as long as it is needed during legal proceedings.

3.3 The External contractor keeps all data securely and access to this is restricted.

3.4 The viewing of any data will be held in the School premises or contractors place of work.

3.5 Records are kept of any necessary stored data and data that is subsequently deleted will be recorded accordingly.

- 3.6 In the event the Company becomes aware of an illegal activity on its premises, then covert filming may take place, as this will be an integral part of the investigation into these criminal activities.
- 3.7 Employees should note that the Company has installed the CCTV for the purposes of monitoring the security of Company property, and NOT to monitor the movements or activities of employees, students, or visitors
- 3.8 In the event that any employee is recorded carrying out an activity or behaving in any way that contravenes the Company's policies, rules, and procedures, then the Company reserves the right to use the CCTV footage as evidence and apply the Company's Disciplinary Procedure, which could lead to dismissal.
- 3.9 The CCTV system installed to the premises is managed and controlled by an external contractor. This is agreed by an SLA signed by both parties and any data viewed or held by the contractor is done so in compliance with GDPR.





#### **4) AUTHORISED USERS**

This following list of users are authorised to view and use the footage as they deem necessary, this can include forwarding it to any authorities it believed necessary to do so.

Any videos or images needed are to be viewed and saved on company devices, these should not be shared amongst other staff. The only exception is the main contractor who operates our CCTV systems, see signed SLA for details.

Any videos or images that need viewing must be logged using the CCTV log file.

<b>FINBOROUGH SCHOOL</b>		PRP-01
<b>COMPANY POLICY RULES AND PROCEDURES</b>	<b>Page: Issue Date:</b>	<b>3 of 3 Sept 2023</b>

<b>Users name</b>	<b>Signed policy</b>	<b>Date</b>
Joshua Bellamy		February 2023
James Sinclair		February 2023
Steven Clark		February 2023
Rory Ferguson		February 2023