



Weald of Kent Grammar School

CCTV Policy

Statement of Intent

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Weald of Kent Grammar School (the **School**). It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the **System**).

The System is administered and managed by the School. This policy will be subject to review from time to time, and should be read with reference to the School's Data Protection Policy accessible [here](#)

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds.

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

1. Objectives of the System

- 1.1 To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- 1.2 To protect the School buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.
- 1.3 To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- 1.4 To monitor the security and integrity of the School site and deliveries and Arrivals
- 1.5 To monitor staff and contractors when carrying out work duties.
- 1.6 To monitor and uphold discipline among pupils in line with the School Rules, which are available to parents and pupils on request.

2. Positioning

- 2.1 Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives.
- 2.2 Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the School as the Data Controller and giving contact details for further information regarding the system.
- 2.3 No images will be captured from areas in which individuals would have a

heightened expectation of privacy, in particular changing and washroom facilities.

2.4 However, individuals should expect that images may be captured within public communal areas and site entrances.

2.5 CCTV is located at various areas around the site considered higher risk or where increased security is deemed necessary.

2.6 Current Locations:

CAMERA NAME	CAMERA TYPE	LOCATION
TONBRIDGE		
CAM01	Fixed	Student Entrance Gate
CAM02	Fixed	Main Reception Internal
CAM03	Fixed	G4 Internal road
CAM04	Fixed	G4 Sports Field
CAM05	Fixed	G2 Walkway
CAM06	Fixed	Uniform Shop driveway
CAM07	Fixed	Workshop Walkway
CAM08	Fixed	Main Gates
CAM09	Fixed	Sports Hall Car Park
CAM10	Fixed	D1 Square
CAM11	Fixed	Sports Hall Front Entrance
CAM12	Fixed	Sports Hall Rear Entrance
CAM13	Fixed	Sports Hall Reception internal
CAM14	Fixed	Main Hall Square
CAM15	Fixed	D1 Entrance
CAM16	Fixed	D4 Entrance
CAM17	Fixed	D5 Entrance
CAM18	Fixed	T5 Modular
CAM19	Fixed	Sixth Form Café
CAM21	Fixed	Café External
CAM22	Fixed	T1 Rear Gate
CAM23	Fixed	A6 Walkway
CAM24	Fixed	Rear of Technology
CAM25	Fixed	Rear of Science
CAM27	Fixed	Rear of Student Services
CAM29	Fixed	Rear of Maths
CAM30	Fixed	Sports Hall side Path
CAM31	Fixed	Front Entrance Car Park

CAM32	Fixed	Main Car Park
CAM33	Fixed	Front Entrance
SEVENOAKS		
CAM01	Fixed	Bottom end of carpark & top end of All-Weather pitch
CAM02	Fixed	Bottom end of carpark, facing towards main entrance
CAM03	Fixed	Sports Hall Corridor to Carpark Entrance
CAM04	Fixed	All Weather pitch
CAM05	Fixed	Muga Courts
CAM06	Fixed	Back of Patio area
CAM07	Fixed	Patio area
CAM08	Fixed	Entrance to Patio
CAM11	Fixed	Entrance to Shell & Court
CAM12	Fixed	Looking down towards TWBG school Entrance
CAM13	Fixed	Reception Entrance
CAM14	Fixed	DT Entrance (SA3 / SA4)
CAM15	Fixed	Pathway outside Technology

3. Maintenance

3.1 The CCTV System will be operational 24 hours a day, every day of the year.

3.2 The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a monthly basis.

3.3 The System will be checked and (to the extent necessary) serviced no less than annually.

4. Supervision of the System

4.1 Staff authorised by the School to conduct routine supervision of the System will include the IT team, Site Manager, SLT, and DSLs.

4.2 Footage will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

4.3 Footage will only be downloaded and distributed at the express permission of the Headteacher.

5. Storage of Data

5.1 The day-to-day management of images will be the responsibility of IT Manager who will act as the System Manager, or such suitable person as the System Manager shall appoint in his or her absence.

5.2 Images will be stored locally for up to 30 days, and automatically overwritten unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.

5.3 Where such data is retained, it will be retained in accordance with the Data Protection act (2018) and our Data Protection and Privacy Policies. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.

6. Access to Images

6.1 Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).

6.2 Individuals also have the right to request the personal data the School holds on them (please see the Data Protection Policy), including information held on the CCTV System, if it has been kept. The School will require specific details including at least time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable. Individuals will also have the right to have their image erased where this is technically possible.

6.3 The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images;

- 6.3.1 Where required to do so by the Headteacher, the Police or some relevant statutory authority;
- 6.3.2 To make a report regarding suspected criminal behaviour;
- 6.3.3 To enable the Designated Safeguarding Lead or his/her appointed deputies to examine behaviour which may give rise to any reasonable safeguarding concern;
- 6.3.4 To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
- 6.3.5 To data subjects (or their legal representatives) pursuant to an access request under the Act and on the basis set out in 6.2 above;
- 6.3.6 To the School's insurance company where required in order to pursue a claim for damage done to insured property; or
- 6.3.7 In any other circumstances required under law or regulation

6.4 Where images are disclosed under (6.3 above) a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

6.5 Where images are provided to third parties under 6.3 above, wherever practicable steps will be taken to obscure images of non-relevant individuals.

7. Other CCTV systems

7.1 The School does not own or manage third party CCTV systems, but may be provided with images of incidents from third parties, where this is in line with the objectives of the School's own CCTV policy and/or its School Rules.

8. Complaints and queries

8.1 Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to the IT Manager.

NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.

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