

# Bel Royal School



## CCTV Policy

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Approved by	CYPES Governance

This policy has been written alongside the Government of Jersey CCTV policy (09.05.23) & JOIC guidance.

'Everyone who works with children should do what is in the best interests of the child.' *Article 3 United Nations Rights of the Child*

## **CCTV Policy Introduction**

This is the school's approved policy relating to the use of CCTV.

Bel Royal School uses closed circuit television (CCTV) images for the purpose of crime reduction and safeguarding.

The system comprises of fixed cameras on the interior and exterior of the building.

The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.

The CCTV system is locally hosted and does not save data on any other server or cloud-based systems.

The school's CCTV system is registered with the Information Commissioner.

The use of CCTV, and the associated images is covered by the Data Protection (Jersey) Law 2018.

This policy outlines the school's use of CCTV and how it complies with the legislation.

All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images.

All operators are aware of their responsibilities under the CCTV policy. All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

CCTV warning signs are prominently displayed at the main entrance and other areas around the school.

The planning and design ensure that the system will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **Siting the Cameras**

Cameras will be sited so they only capture images relevant to the purpose for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated.

### **Storage and Retention of CCTV images**

The school retains CCTV images for 1 week  
The school stores CCTV images on the hard drive of the CCTV system.

### **Access to CCTV Images**

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

### **Access to and Disclosure of Images to Third Parties**

There will be no disclosure of recorded data to third parties other than in crime prevention e.g. States of Jersey Police. Correct procedures will be followed in these circumstances in accordance with Government of Jersey policies.

### **Complaints**

Complaints will be dealt with in accordance with the school's Complaints Policy.