

# YGG Castell-nedd



Ysgol Gymraeg  
Castell-nedd

## CCTV Policy

The Governing Body of YGG Castell-nedd  
formally adopted this policy on:

26.06.23

To be Reviewed:

2026

Chair of Governors Signature:

# Ysgol Gymraeg Castell-nedd

## Closed Circuit Television (CCTV) Policy

### CCTV Policy

#### **1 Introduction**

- 1.1 Ysgol Gymraeg Castell-nedd uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

- 1.2 The system comprises of 2 fixed cameras.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team.
- 1.5 The CCTV is monitored centrally from the Headteacher's office by the Headteacher. Access to the system will be restricted to the above, the deputy Headteacher and the senior leadership team.
- 1.6 The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and governors.
- 1.7 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images is covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act.
- 1.8 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All authorised operators are aware of the restrictions in relation to access to, and disclosure of, the recorded images.

#### **2 Statement of Intent**

- 2.1 The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

The Code of Practice is published at:

<https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

- 2.2 Warning signs as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the school's CCTV system.
- 2.3 Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. CD's/images will only be released for use in the investigation of a specific crime and with the written authority of the police. CD's/images will never be released to the media for the purposes of entertainment
- 2.4 The planning and design has endeavoured to ensure that the Scheme 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.

### **3 Siting the Cameras**

- 3.1 The location of CCTV cameras is based upon a variety of information including security, health and safety and safeguarding.
- 3.2 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.
- 3.3 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.
- 3.4 CCTV will not be used in classrooms.
- 3.5 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.
- 3.6 Signs, of no less than the minimum standard, will be placed so that the public are aware that they are entering a zone that is covered by CCTV.

### **4. Operation and Maintenance of the System**

- 4.1 The CCTV system will be administered and managed by the School Business Manager and Headteacher in accordance with the CCTV Code of Practice.
- 4.2 The CCTV system will operate 24 hours each day, every day of the year, recording all activity.
- 4.3 Cameras will be properly maintained and serviced to ensure that clear images are recorded. Servicing will be carried out by a registered security maintenance company.
- 4.4 The CCTV systems in school are maintained by a registered security maintenance company.

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

- 5.1 Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2 All retained data will be stored securely.

## **6. Access to CCTV images**

- 6.1 Access to the recorded images is restricted to designated members of staff some of whom will also have the authority to decide whether to allow requests for access from other individuals.
- 6.2 Viewing of the recorded images should take place in a restricted area, for example, in the School Office. Other employees will not be allowed to have access to that area when a viewing is taking place.
- 6.3 A record should be kept of occasions where CCTV images are viewed and should be recorded appropriately.
- 6.4 All operators and employees with access to images should be aware of the procedure that needs to be followed when accessing the recorded images.
- 6.5 All operators should be trained in their responsibilities under the Code of Practice, i.e. they should be aware of:

- The user's security policy e.g. procedures to have access to recorded images;
  - The user's disclosure policy

- 6.6 The main CCTV system in the Headteacher's Office is password protected and only authorised staff have passwords to gain access to recorded images.

## **7. Subject Access Requests**

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.
- 7.3 The school will respond to requests within 40 calendar days of receiving the written request and fee. (£10)
- 7.4 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **8. Access to and Disclosure of Images to third Parties**

- 8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).
- 8.2 Requests should be made in writing to the Headteacher.
- 8.3 All requests for access or for disclosure should be recorded, if access or disclosure is denied, the reason should be documented.
- 8.4 If access to or disclosure of the images is allowed it will be documented
- 8.5 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

## **9. Complaints**

- 9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

### **Further information**

Further information on CCTV and its use is available from the following:  
CCTV Code of Practice Revised Edition 2016 (published by the Information Commissioners Office)

[www.ico.gov.uk](http://www.ico.gov.uk)

Regulation of Investigatory Powers Act (RIPA) 2000

Data Protection Act 1998