Beaconsfield Primary School

Belief, Perseverance, Success

CCTV Policy

Approved: October 2025

Review: October 2028

Beaconsfield Primary School CCTV Policy

Introduction & Purpose

This policy sets out the principles and procedures for the use of Closed Circuit Television (CCTV) within the school premises. The purpose is to ensure the safety and security of pupils, staff, visitors, and property while complying with legal requirements.

Legal Framework

The operation of CCTV will comply with the following legislation:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Protection of Freedoms Act 2012

Objectives of CCTV Use

The objectives of using CCTV in the school are:

- To control site access and monitor site security
- To maintain a safe and secure environment for pupils, staff, and visitors
- To deter and detect criminal acts such as vandalism and theft and other anti-social behaviour
- To assist and support in the investigation of incidents

Roles & Responsibilities

The Governing Body is responsible for ensuring compliance with this policy. The Headteacher and Senior Leadership Team (SLT) manage the day-to-day operation of the CCTV system.

Operation & Management

Key operational principles include:

- Cameras will be positioned to cover key areas of the school site without intruding on internal private spaces such as inside toilet areas, showers or changing rooms
- Clear signage will be displayed to inform individuals that CCTV is in operation and the purposes of recording images
- Recorded images will be stored securely and retained for a maximum of 45 days unless required for investigation
- Access the images from inside the building areas is only available to members of the SLT.

Access & Disclosure

Access to CCTV footage is restricted to authorised personnel only. Disclosure to third parties, such as law enforcement, will be in accordance with data protection laws.

Any request from law enforcement will be considered on a case by case basis.

Subject Access Requests

Individuals have the right to request access to their personal data captured by CCTV. Requests must be submitted in writing to the Headteacher and will be processed in line with UK GDPR requirements.

Data Security

All CCTV equipment and recorded images will be protected against unauthorised access, alteration, or destruction. Appropriate technical and organisational measures will be implemented.

Review Cycle

This policy will be reviewed every three years or sooner if required by changes in legislation or school circumstances.

Contact Information

For queries regarding this policy, please contact: Headteacher, Beaconsfield Primary School, Beaconsfield Road, Southall UB1 1DR, Tel: 020 8574 3506