



The Redhill
Academy

CCTV Policy

Approving Body	Head Teacher
Date Approved	October 2021
Version	V 1
Supersedes Version	
Review Date	October 2024
Legislation	The Protection of Freedoms Act 2012
Further Information/Guidance	

This policy is based on the European Court of Human Rights Policy for the use of Close Circuit Television (CCTV) systems and follows statutory legal requirements regarding General Data Protection Regulations. The Academy has Web Cams in rooms and areas that require additional security monitoring.

The location of these cameras is detailed over the page. Use of Web Cameras at CFS Academy Web cameras are installed in Computer Rooms throughout the academy to aid security and also ensure correct use of the equipment by staff and students. Recorded data is stored onto a hard drive and is stored for a maximum of 30 days. The data might be used to provide evidence of breaches in safety, security or equipment monitoring. Staff Authorised to View Live Web Cam Footage at the Academy

The below members staff have permission to view the live screens and stored footage.

The screens are switched on during normal academy hours and therefore casual glancing at the screen is unavoidable.

Head Teacher, Operations Manager, IT Manager, Assistant IT Manager, Site Manager, Caretaker, Heads of House, 6th Form Receptionist, Main Receptionist, Student Receptionist, Deputy Heads, Assistant Heads.

Staff Authorised to Operate the Web Cam System at The Academy The below staff are authorised to operate the system as system administrators.

Operations Manager, IT Manager, Assistant IT Manager, Site Manager

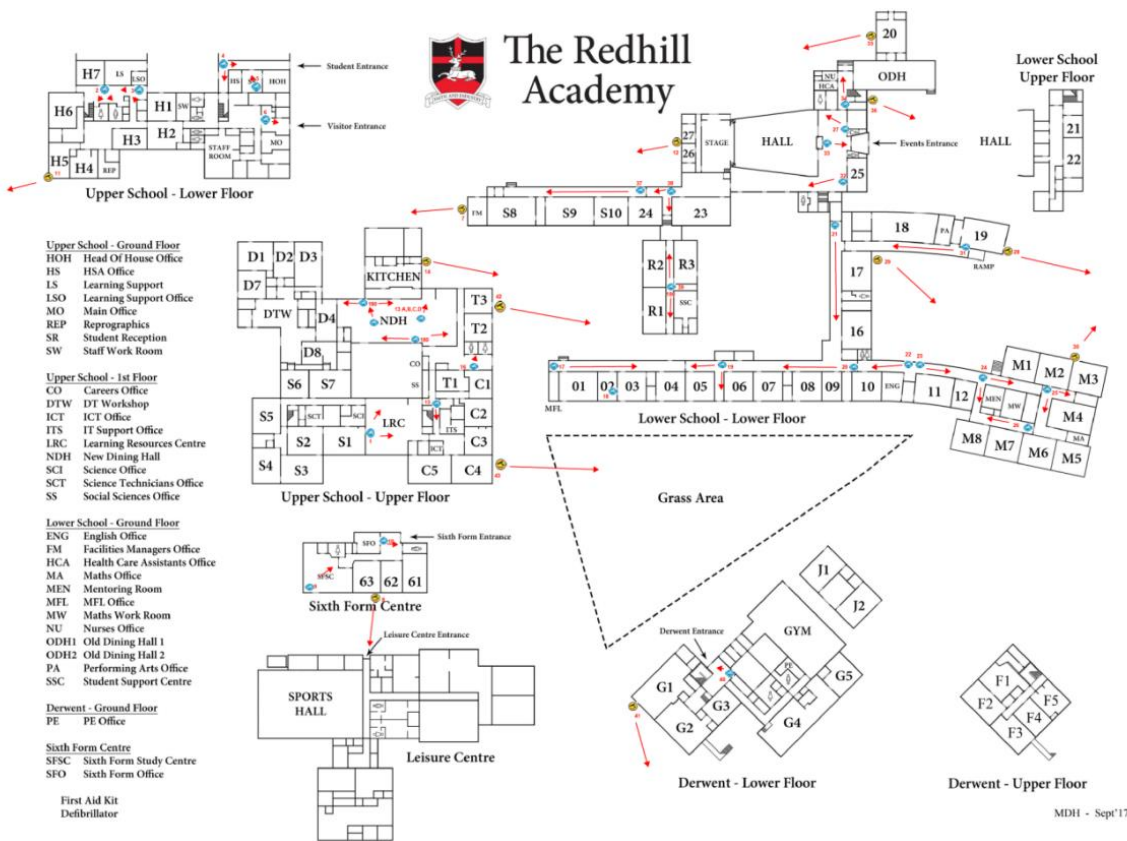
Staff Authorised to give permission to view Web Cam Images stored at the Academy

The below named are the only members of staff permitted to authorise viewing of footage or still pictures. Persons not named in the relevant section above must have authorisation. This includes other members of staff, Police, etc. The Police are able to use footage for evidence following an incident providing prior permission has been agreed with those named below.

Head Teacher, Operations Manager, Deputy Heads



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MDH - Sept'17