

- 4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.
- 4.4 Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets.
- 4.5 Cameras may be located in classrooms and, where this is the case, employees and pupils will be made aware. Access to the footage is restricted and will only be used to fulfil the purposes in 2.1.

5 Privacy Impact Assessment

- 5.1 Prior to the installation or repositioning of any CCTV camera, or system, a privacy impact assessment will be conducted by on

7 Storage and Retention of Images

Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

10 Review of Policy and CCTV System

10.1 This policy will be reviewed every two years or earlier should the need arise.

11 Misuse of CCTV systems

11.1 The misuse of CCTV system could constitute a criminal offence.

11.2 Any member of staff who breaches this policy may be subject to disciplinary action.

12 Complaints relating to this policy

12.1 Any complaints relating to this policy or to the CCTV system operated by the school/Trust should be made in accordance with the Trust Complaints Procedure.

CCTV PRIVACY IMPACT ASSESSMENT TEMPLATE

1 Who will be captured on CCTV?

[E.g. pupils, staff, parents/carers, volunteers, academy councillors, and other visitors including members of the public]

2 What personal data will be processed?

[

- e. whether the system enables third party data to be redacted, for example via blurring of details of third party individuals.

12 Have parents and pupils where appropriate been consulted as to the use of the CCTV system?
If so, what views were expressed and how have these been accounted for?

13 When will this privacy impact assessment be reviewed?

Approval:

This assessment was approved by the Trust Data Protection Lead:

Name

Date