



Closed-Circuit Television (CCTV) Policy

Conquest School



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1. Purpose of CCTV

The school uses CCTV to:

- Promote the safety and security of pupils, staff, visitors, and school property
- Deter and detect crime, vandalism, and antisocial behaviour
- Assist in the investigation of incidents occurring on or around the school site
- Support the school in fulfilling its safeguarding responsibilities

CCTV is **not** used for routine staff monitoring or to evaluate performance.

2. Location of Cameras

Cameras are installed **only on the external perimeter of the school building**.

The camera coverage includes areas such as:

- Entrances and exits
- External walkways
- Playgrounds and outdoor communal areas
- Car parks

No cameras are installed inside the building, in classrooms, or in any private areas such as toilets or changing rooms.



3. Legal Basis

The school operates CCTV in accordance with:

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

The lawful basis for processing CCTV footage is the school's legitimate interest in maintaining safety and security.

4. Signage

Clear and visible signs are placed around the school site to inform individuals that CCTV is in operation.

5. Access and Use of Footage

Access to CCTV footage is strictly limited to:

- The Headteacher
- Designated senior staff
- The school's Data Protection Officer (where applicable)

Footage may be shared with:

- Police or other law enforcement agencies (upon formal request)
- Insurers, where necessary for claims
- Other third parties only where legally required

Footage is not shared with parents unless legally justified and approved by the Headteacher and Data Protection Officer.

6. Storage and Retention

CCTV footage is stored securely and retained for a limited period, typically 30 days, unless:

- An incident is under investigation
- Footage is required for legal or insurance purposes

After this period, footage is automatically overwritten or securely deleted.



7. Security Measures

The school ensures:

- CCTV equipment is secure and protected from unauthorised access
- Footage is encrypted or stored on secure systems
- Only authorised personnel can view or download footage
- Any transfer of footage is logged and controlled

8. Subject Access Requests (SARs)

Individuals have the right to request access to personal data captured by CCTV.

Requests must:

- Be made in writing
- Provide sufficient detail to identify the relevant footage

The school may need to obscure or withhold footage that identifies other individuals, in line with data protection law.

9. Maintenance

CCTV equipment is maintained regularly to ensure:

- Cameras function correctly
- Images are clear and usable
- Faults are logged and repaired promptly

10. Review of Policy

This policy is reviewed **annually** or sooner if:

- Legislation changes
- New CCTV equipment is installed
- The school's safeguarding or security needs change