

## Bradford Grammar School

# CCTV Policy

**This policy applies to the whole school. Issued 01 September 2015**

## 1. Introduction

- 1.1 Bradford Grammar School (“the School”) makes use of CCTV cameras to safeguard pupils and staff, and to help protect buildings and property against wrong doing. Images are stored centrally and securely.

As part of its operations, the School is required to process relevant personal data, both paper-based and electronic, including images from CCTV, and the School will take all steps to do so in accordance with our Data Protection Policy and the Data Protection Act 1998 (“the Act”). The School holds and processes personal data for a wide range of purposes, including:

- education and training administration;
- human resources, financial and pensions management;
- alumni relations and fundraising; and
- personal safety, discipline and protection of property (including CCTV).

## 2. Who can view CCTV images?

- 2.1 Access to CCTV is limited.
- 2.2 CCTV footage from external cameras located in the School’s car parks is streamed directly to reception. This footage is stored securely on the School’s servers.
- 2.3 All other CCTV footage is stored directly and securely on the School’s servers and must be accessed from this location in order for it to be viewed.
- 2.4 CCTV footage on the School’s servers can be viewed by SLT, the Junior School SLT, Heads of Year, the Estates manager and the ICT Department with oversight from the Network Manager. From time to time it may be appropriate for other members of BGS staff to view the footage when investigating an incident, but they will do so in concert with the colleagues named above.
- 2.5 Viewing of CCTV footage will always be undertaken with a measure of sensitivity that is appropriate to the subject matter of the images. Contextual issues relating to age, sex, gender and ethnicity will have a bearing on who is best placed to view footage although this will never compromise the School’s responsibility to safeguard pupils, staff and to protect buildings and property against harm, and to investigate any allegations of wrongdoing.
- 2.6 The School will share CCTV footage with child protection and law enforcement agencies as appropriate when required to do so.