



School

St. Patrick's R.C. Primary



Forming lives ready to face the future

CCTV		
Date	Review Date	Coordinator
September 2018	September 2019	M Ryan

### Appendix A - Checklist

This CCTV system and the images produced by it are controlled by St. Patrick's who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

St. Patrick's School has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	Sent By M Ryan 15.11.17	MR	Nov 2019
There is a named individual who is responsible for the operation of the system.	Yes, named	MR	
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	High resolution installed 5 MP	Tyrus	
Staff and members of the school community will be consulted about the proposal to install CCTV equipment.	Newsletter went to all concerned October 2016	MR	Sept 2019
Cameras have been sited so that they provide clear images.	MR	Tyrus	Sept 2019
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	Positioned so this does not happen	Tyrus	Sept 2019
There are visible signs showing that CCTV is in operation. Where it is not obvious who is	Installed	MR	Sept 2019

responsible for the system contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	Only SLT have access	MR	Sept 2019
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	30 days storage	Mr	Sept 2019
Except for law enforcement bodies, images will not be provided to third parties.	This is recognised and adhered to	Data controller	Sept 2019
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.	Policy in place with clear guidance	MR	Sept 2019
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	Annually serviced	Tyrus	Sept 2019

<b>Headteacher:</b>	M. Ryan	<b>Date:</b>	September 2018
<b>Chair of Governing Body:</b>	G. Wilson	<b>Date:</b>	September 2018

