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**The Carlton Junior Academy**

**CCTV Policy**

**Reviewed : September 2021**

**Next Review : September 2022**

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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 Carlton Junior Academy has a Web Cam on the visitor entrance gate to monitor adults accessing the school buildings during the school day. This is the only CCTV on the site.

#### Use of Web Cameras at The Carlton Junior Academy

As detailed above a web camera is installed at the visitor entrance gate. Recorded data is stored onto a hard drive and is stored for a maximum of 30 days. The data is not used provide evidence of breaches in safety, security or any other form of monitoring – it is purely a device to check the identity and purpose of visitors to the academy – during the school day.

### Staff Authorised to View Live Web Cam Footage at The Carlton Junior Academy

The below named members of staff have permission to view the live screens. The screens are switched on during normal academy hours and therefore casual glancing at the screen is unavoidable.

|  |  |  |
| --- | --- | --- |
| Mrs S Wood | Mrs A Hall | Mrs A Cooke |
| Mrs V Belshaw | Mr G Bentley | Mr D Patchett |
| Mrs B Hunter | Mrs C de Gilbert | Mrs J Phillips |
| \* any staff member in the reception office |  |

#### Staff Authorised to Operate the Web Cam System at The Carlton Junior Academy

The below staff are authorised to operate the system as system administrators.

|  |  |  |
| --- | --- | --- |
| Mr G Bentley | Mr J Smith |  |

### Staff Authorised to give permission to view Web Cam Images stored at The Carlton Junior 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.

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| Mrs S Wood | Mrs A Hall | Mr D Patchett |
| Mrs B Hunter | Mrs C de Gilbert | Mr G Bentley |
|  |  |  |

Camera Locations & Purpose

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Device Name | Device Type | Camera Location | Purpose | Installation Date |
| Camera 1 | IP Camera | Entrance gate | To give access to visitors to the academy during the school day | 2017 |