

# MMAP

## Maidstone and Malling Alternative Provision

Inspiring Achievement



The Cedars 8 Bower Mount Road Maidstone Kent ME16 8AU Tel: 01622 753772 Fax: 01622 693622

Head of Service: Mrs A Carter

## CCTV Policy

Policy written by: Bob Monk, DPO

Approved by Management Committee on:

Date to be reviewed:

Useful School Contacts

Data Protection Officer: Bob Monk

School Designated Child Protection Coordinator: Angela Carter

School e-Safety Coordinator:

Governor with lead responsibility:

Official use of CCTV by the School

- All recordings taken by the School will be used in a manner respectful of the eight Data Protection Principles. This means that images will be:
  - fairly and lawfully processed
  - processed for limited, specifically stated purposes only
  - used in a way that is adequate, relevant and not excessive
  - accurate and up to date
  - kept on file for no longer than is necessary
  - processed in line with an individual's legal rights
  - kept securely
  - adequately protected if transferred to other countries
- The DCPC is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the school. This includes the management, implementation, monitoring and review of the school's CCTV Policy.
- No CCTV images will be published by the school in any format.
- No CCTV images will be taken off-site unless the school is legally required to do so.
- All areas which are covered by CCTV will be well signposted, and notifications are displayed so that individuals are advised before entering such vicinity.
- Recordings will be retained for a limited time period only and for no longer than their intended purpose. This will generally be a maximum of 30 days. All recordings are to be erased before disposal.
- Regular auditing of any stored images will be undertaken by the DPO and/or DCPC or other member of staff as designated by the management team.

- If cameras record activities taking place on the premises which are of a criminal nature or give any cause for concern, then information will be referred to the appropriate agency.
- CCTV cameras will be appropriately placed within the setting.

Signed \_\_\_\_\_

Date \_\_\_\_\_