



Maidstone and Malling Alternative Provision

CCTV Policy

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Date Created: 23/09/2019
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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 images will be:

- Fairly and lawfully processed
- Processed for limited, specifically stated purposes only
- Used in a way which is adequate, relevant and not excessive
- Accurate and up to date
- Kept on file no longer than necessary
- Processed in line with an individual's legal rights
- Kept securely
- Adequately protected if transferred to other countries

CCTV will be recording continuously 24 hours, 7 days a week.

The school is signposted notifying of continuous CCTV recording.

Recordings will be retained for a limited time before permanent deletion. This period is 25 days.

If cameras record activities taking place on the premises which are of a criminal nature or give any cause for concern, the school will only provide footage of the act to the relevant parties on request.

The school will store the aforementioned footage separately for a longer period of time.

School will inform those affected on any CCTV expansions.

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.

CCTV will be placed where the school deems them appropriate.

No CCTV images will be publicly published by the school in any format.

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