

CCTV Policy

Implemented:	June 2023
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Next Review:	June 2024

STAR Exeter recognizes the importance of ensuring the safety and security of our students, staff, and facilities. To achieve this goal, we have installed Closed-Circuit Television (CCTV) cameras at our premises. This policy outlines the guidelines and principles governing the use of CCTV systems.

Purpose

The primary purpose of our CCTV system is to:

- Deter and prevent incidents of theft, vandalism, and unauthorised access.
- Promote a safe and secure environment for students and staff.
- Assist in the investigation of security-related incidents.

Scope

This policy applies to all CCTV systems installed at STAR Exeter premises.

Principles

- CCTV cameras will be used solely for the purposes outlined in this policy.
- Access to CCTV footage will be restricted to authorised personnel and for authorised purposes only.
- Cameras will not be placed in areas where individuals have a reasonable expectation of privacy, such as restrooms or changing rooms.
- The installation and use of CCTV will comply with all relevant laws and regulations, including data protection and privacy laws.

Camera Locations

CCTV cameras are strategically placed to monitor public areas within our premises. The locations have been chosen to maximise security and minimise intrusiveness. (Kitchen and the entrance stairs)

Data Storage

- CCTV footage will be stored securely and retained for a limited period, as required for security and operational purposes.
- Access to stored CCTV footage will be restricted to authorised personnel.

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Access to CCTV Footage

- Access to CCTV footage will be granted to authorised personnel, including the school director and designated security personnel.
- Access to CCTV footage will be used solely for the purposes of security and safety, including investigating security incidents.
- Individuals may request access to footage in which they appear as per the school's Data Subject Access Request (DSAR) process.

Data Protection

- The processing of CCTV data will comply with all applicable data protection laws and regulations.
- Individuals' privacy rights will be respected, and their personal information will be protected.

Monitoring and Compliance

- The CCTV system will be regularly monitored to ensure its proper functioning.
- Compliance with this policy will be reviewed periodically to ensure its effectiveness.

Notification

Signs indicating the presence of CCTV cameras will be prominently displayed in areas where surveillance is active.

Reporting and Record-Keeping

- All access to CCTV footage will be logged.
- Incidents related to CCTV, including unauthorised access, will be documented and reported as necessary.

Review

This policy will be reviewed periodically to ensure its relevance and effectiveness in maintaining the safety and security of STAR Exeter premises.

By adhering to this CCTV Policy, STAR Exeter aims to strike a balance between security and privacy while providing a safe and secure environment for our students and staff.