

Penllergaer Primary School

CCTV Policy

We have operated a Closed Circuit Television (CCTV) system since 2011. Cameras are strategically located around and inside the top building. The camera network is recorded 24 hours a day, 365 days a year.

The system is used to help provide a safer environment for everyone by:

- Supporting safeguarding
- Reduce fear of crime by making people feel safer
- Assisting in the detection and prevention of crime
- Providing evidential material

Penllergaer Primary School is committed to reducing crime, and ensuring that the environment is a safe place to learn, work, visit and socialise. Working with the Safer Swansea Partnership, we tackle all forms of anti-social behaviour.

CCTV cameras are monitored and maintained by the school.

The main system currently consists of 13 cameras; 10 external and 3 internal. All our cameras cover defined area, and these are primarily used to deter crime, record incidents and support safeguarding.

Access to CCTV information

Under the Data Protection Act 2018 individuals have a right to see CCTV pictures if they are the subject.

- Supply precise details of the day, date, time, place and reason.
- Prove your identity (and that of any representative acting on your behalf)
- Supply a letter of authorisation if you use a representative to make the request for you
- A £10 fee (cheque made payable to Penllergaer Primary School)

Once we have received the completed form and relevant identification it will take us a maximum of 20 working days to get back to you with an answer. It is important that we do not compromise anyone else's privacy, so you will only be able to view CCTV footage that does not contain images of a third parties or images that would enable you to identify other people (e.g car registration details). The Council is also entitled to deny access to information in certain cases under the Data Protection Act 2018, specifically, where the information may be held for:

- Safeguarding
- The prevention and detection of crime
- The apprehension and prosecution of offenders

Where there are no images we will not provide any footage. In any allegations of crime we will only provide footage to the Police and in any request for a RTC any footage will have to be collected by the requestor.

All CCTV footage is only kept for up to 28 days from the time of the recording in line with the Data Protection Act 2018.

Please note that owing to the Data Protection Act 2018 we would not be able to disclose any details of any other party involved, particularly if a traffic accident has occurred. There is an expectation that people involved in a traffic collision will have reported this matter to the Police. Should our images show any signs of damage to your vehicle we will advise you to refer this fact to South Wales Police for them to request a copy of the relevant footage.

Review

This policy is reviewed annually or sooner if required.