



Western  
Learning  
Federation



**Tŷ Gwyn School**

# CCTV POLICY



**RATIFIED BY GOVERNORS** 12th July 23

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**DATE REVIEWED** 12th July 23

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**DATE FOR REVIEW** 12th July 24

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**DATE PUBLISHED** July 23

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## Monitoring the policy

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

**SIGNED**  **DATE** 8/9/2023

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Chair of Governors

**SIGNED** W A M  **DATE** 23-10-23

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Executive Headteacher

**SIGNED**  **DATE** 23/10/23

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Deputy Executive Headteacher

**SIGNED**  **DATE** 23-10-23

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Head of School

## The values and principles

The federation is underpinned by a set of values that define the culture of the three federated schools.

### Our Principles

**Honesty**

**Responsibility**

**Positivity**

**Trust**

**Empathy**

**Patience**

**Respect**

**Kindness**

### Our Values

- We celebrate our differences.
- We have a shared sense of belonging.
- We play, laugh, smile and celebrate success.
- We have a positive attitude.
- We learn from experiences to develop life and independent skills.
- We follow our dreams and aspirations.
- We care for our own and wider environment.
- We improve quality of life.

#### Definition

**Values** One's judgement of what is important in school life.

**Principles** Morally correct behaviour and attitudes.

### Rights Respecting Schools

Every child has rights "without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status"

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Learning together to be the best we can



Learning to achieve



Learning for Living

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## TY GWYN SCHOOL CCTV POLICY

### Introduction

The purpose of this policy is to set out the management, operation and use of the closed circuit television (CCTV) system at Ty Gwyn School

The School's CCTV systems comprises of four systems with cameras located within and around the School buildings:

Main admin office – external cameras.

Comms room opposite conference room – internal cameras (not currently working).

Annex Comms room – internal and external annex cameras.

Modular comms room – internal and external modular cameras.

The monitoring and recording equipment is located at the reception office and overall School officer in charge of the CCTV system is Jamie Brotherton, Head of School, delegated from Wayne Murphy, Executive Headteacher. Wayne Murphy, Executive Headteacher and Rachel Faulkner, Deputy Executive Headteacher also is listed as responsible officers

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.

They are:

1. Jamie Brotherton- Head of School
2. Tammy Lloyd- Deputy Head of School
3. Wayne Murphy- Executive Headteacher
4. Rachel Faulkner- Deputy Executive Headteacher
5. Robert Monteith- Business Manager
6. Steve Copeland- Estates Manager

All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

This Policy has been drawn up to govern the management of all operations of CCTV devices and other recording devices which are subject to the provisions of the:

- Data Protection Act 2018
- ICO CCTV Code of Practice requirements
- Human Rights Act
- Home Office Surveillance Camera Code of Practice.



## **Purpose of processing CCTV:**

The use of the systems operated by the School shall be for the purpose of:-

- Prevention and detection of crime
- Reducing the fear of crime
- Improving protection for staff, children and parents
- Improving the safety and security of residents, visitors and the business community who use the facilities
- Discouraging anti-social behaviour

## **Statement of intent**

The CCTV system has been registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will comply with the requirements both of the Data Protection Act 2018 and the associated Codes of Practices outlined within this policy.

The Executive Headteacher, which will be delegated to the Head of School shall ensure that all appropriate staff are trained on the use of the equipment and are familiar with their data protection responsibilities

All devices operated are subject to Impact Assessments in line with the CCTV Code of Practice to ensure that they have legitimate purposes for processing in line with the requirements of the Data Protection Act 2018 and Article 8 of the Human Rights Act.

CCTV Warning signs, as required by the Code of Practices' will be placed around all areas of the School. These will clearly set out that CCTV is in operation, the owner of the system and contact details of the system owner.

Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated.

## **Storage and retention of footage**

Footage will not be retained for longer than 31 days, unless an incident occurs which necessitates extraction and retention of said footage as evidence.



While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

All retained data will be stored securely.

### **Access to footage**

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available

### **Individual Right Requests**

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 2018.

All requests should be made in writing to the Business Manager- Robert Monteith [robert.monteith2@Cardiff.gov.uk](mailto:robert.monteith2@Cardiff.gov.uk) . Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The School will respond to requests within 30 calendar days of receiving the written request

### **Access to and disclosure of footage to third parties**

There will be no disclosure of recorded data to third parties other than to authorised organisations, such as the Police, where there may be a reasonably need to access the footage.

These requests will be documented under the Schedule 2 and 3 conditions of the Data Protection Act to ensure disclosures are lawful. Requests must be made in writing to the Head Teacher.

Footage may be used within the School's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

### **Complaints**

Any complaints about the schools CCTV system should be addressed to the Executive Headteacher to [Wayne.murphy@cardiff.gov.uk](mailto:Wayne.murphy@cardiff.gov.uk)



Complaints will be investigated in accordance with this Policy.