



Enquiry – Resilience – Adaptability – Thoughtfulness – Respect – Cooperation – Communication – Morality

Friday 15th November 2019

Dear Parents/Carers,

I am writing to you regarding the installation of a CCTV system which is occurring over the next few weeks and how it will be used.

We are going to install cameras to monitor the outside areas of the School, this will hopefully improve security and ensure the safety of our staff, children and visitors whilst on site.

We have not taken the decision to invest in the system lightly, the system will be set up in accordance with the Data Protection Legislation and the Human Rights Act 1998 and will be used specifically to:

- Maintain a safe environment
- Ensure the welfare of staff and children
- Deter criminal acts against persons and property
- Assist the police in identifying persons who have committed an offence

The legal grounds for using this information are:

- It is in the public interest
- It is in the legitimate interest of those under surveillance
- It is necessary to protect vital interests

Our CCTV policy will be available on the website once installation has been completed. This will hopefully alleviate any concerns you have regarding the use of CCTV on the site.

We will only share camera footage where we are legally obliged to do so, or where we are allowed to do so under certain exemptions – for example, for the prevention or detection of crime. This may involve making a copy of the storage media or a screen print, which may be used as evidence. In cases of suspected criminal activity, the storage media will normally be passed to the police for investigation. The police and other law enforcement agencies may, on showing good cause, request copies of storage media.



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We have put together some frequently asked questions about CCTV and the use of it in our school so that you are fully informed.

What is CCTV?

CCTV stands for Closed Circuit Television. CCTV is the term used when cameras are used to capture images. These images are relayed back to a CCTV control room where they are monitored.

How long are recordings kept for?

Recording retention is set at 14 days.

How are the police notified of an incident?

The Headteacher will contact them by telephone.

We feel that our proposed new CCTV system makes Boothferry Primary School a safer place for your children. If you have any questions, then please do not hesitate to contact me at the school.

Handwritten signature of M. Sibley.

Mike Sibley
Headteacher



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