

## Surveillance Policy Appendix 1 - Surveillance System Checklist

School Name: Riverside School Tadcaster

Name and Description of Surveillance System:	Closed Circuit Television (CCTV) System																													
The purpose and requirements of the system are addressed by the system (i.e the cameras record the required information)	<b>YES</b>																													
	<b>Notes:</b> Cameras record 24 hours in order to ensure school grounds are safe and to tackle and prevent criminal damage and vandalism of school property.																													
The system is still fit for purpose and produces clear images of adequate resolution.	<b>YES</b>																													
	<b>Notes:</b> System is under annual maintenance contract																													
Cameras are sited in effective positions to fulfil their task.	<b>YES</b>																													
	<b>Notes:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CAMERA TYPE</th> <th style="text-align: left;">LOCATION</th> <th style="text-align: center;">SOUND</th> <th style="text-align: center;">RECORDING CAPACITY</th> <th style="text-align: center;">SWIVEL / FIXED</th> </tr> </thead> <tbody> <tr> <td rowspan="5" style="vertical-align: top;">Infrared, b and w; motion</td> <td>Front foyer entrance</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">F</td> </tr> <tr> <td>Courtyard</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">F</td> </tr> <tr> <td>Main playgrounds</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">F</td> </tr> <tr> <td>Roof areas x 3</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">F</td> </tr> <tr> <td>Nursery playground</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">F</td> </tr> </tbody> </table>					CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED	Infrared, b and w; motion	Front foyer entrance	N	Y	F	Courtyard	N	Y	F	Main playgrounds	N	Y	F	Roof areas x 3	N	Y	F	Nursery playground	N	Y
CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED																										
Infrared, b and w; motion	Front foyer entrance	N	Y	F																										
	Courtyard	N	Y	F																										
	Main playgrounds	N	Y	F																										
	Roof areas x 3	N	Y	F																										
	Nursery playground	N	Y	F																										
Cameras are positioned so that they avoid capturing the images of persons not visiting the premises and/or neighbouring properties.	<b>YES</b>																													
	<b>Notes:</b> All cameras are mounted such as they capture only within the bounds of the school premises																													
There are visible signs showing that CCTV is in operation. These signs include: <ul style="list-style-type: none"> <li>▪ Who operates the CCTV,</li> <li>▪ Their contact details,</li> <li>▪ What the purpose of the CCTV is.</li> </ul>	<b>YES</b>																													
	<b>Notes:</b> Appropriate signage is in place																													
CCTV recordings are securely stored and access limited.	<b>YES</b>																													
	<b>Notes:</b> Only on site access is facilitated; access is password protected within a locked areas																													

The system has the capability to transfer recordings to law enforcement or to fulfil a request for an individual's own personal information.	<b>YES</b>	
	<b>Notes:</b> The system has capacity to transfer to usb device	
The system has a set retention period. This retention period should only be long enough to fulfil the CCTV's purpose and not longer. Outside of this retention period information should be deleted	<b>YES</b>	
	<b>Notes:</b> The system operates a rolling re-write over previous data. Retention is set to last 31 days as recommended by police authorities.	
The system users should be able to selectively delete information still inside the retention period to fulfil the right to erasure.	<b>YES</b>	
	<b>Notes:</b> Selective deletion is possible within the system.	
All operators have been authorised by the Information Asset Owner and have sat their mandatory data protection training.	<b>YES</b>	
	<b>Notes:</b>	
This system has been declared on the corporate register of surveillance systems.	<b>YES</b>	
	<b>Notes:</b> Held at STAR Multi-Academy Trust	

<p><b>Checklist Completed By:</b></p> <p>Name: Sue Borradaile</p> <p>Job Title: Business Manager</p> <p>Date: 9<sup>th</sup> February 2021</p>	<p><b>Checklist Reviewed and Signed By (Information Asset Owner):</b></p> <p>Name: Ian Yapp</p> <p>Job Title: Executive Headteacher</p> <p>Date: 10<sup>th</sup> February 2021</p>
--	--