



**SEVENOAKS**  
PREPARATORY SCHOOL

## CCTV Policy

Status and Review Cycle	Non-statutory / Annual
Policy reviewed and amended	28.02.2024
Next review date	28.02.2025
Governor Lead	
Policy Holder	Elizabeth Walsh <a href="mailto:bursar@theprep.org.uk">bursar@theprep.org.uk</a> Liam Rogers <a href="mailto:liam.rogers@theprep.org.uk">liam.rogers@theprep.org.uk</a>

Sevenoaks Preparatory School has a number of CCTV cameras around our site, recording at all times. There are no cameras covering the inside of classrooms, toilets or changing areas.

School phone number: 01732 762336

School website: [theprep.org.uk](http://theprep.org.uk)

Why does Sevenoaks Prep use CCTV?

Using CCTV is a legitimate interest of the school in order to:

- Protect pupils – To safeguard the welfare of our pupils.
- Manage pupil behaviour– In case of serious behavioural issues we may inspect CCTV recordings to view pupil behaviour.
- Prevent crime – We use CCTV to detect and discourage criminal activity on site.

Who has access to CCTV recordings?

Normally, only our Head, Bursar and IT department staff have access to CCTV recordings. Relevant teachers may be given temporary access to view a specific disciplinary incident. A recording of a child protection or criminal incident may be shared with other staff and governors needed to assist with investigation.

Sharing CCTV Recordings

Recordings of criminal activity may be shared with the police or other relevant authorities.

The school has a legal duty to share recordings indicating a risk to a child to relevant authorities such as the local safeguarding board.

How long are recordings stored?

Recordings can be stored for a maximum of four months, after which they are overwritten. Footage of a criminal or child protection incident will be retained as required for investigation, and may be retained indefinitely if needed as evidence.

Your Rights

Under data protection law, you have a right to access recordings of yourself on our CCTV system. Please contact the school Privacy Officers at the address ([privacy@theprep.org.uk](mailto:privacy@theprep.org.uk)) or via the school office. However please be aware that the right of access is limited to images of yourself, and we cannot make available images which identify other individuals.

If a recording is found to no longer be necessary or relevant for the purposes we set out, we are obliged to erase it if you ask. You have a right to object to us making, retaining or processing a recording of you, but we may continue if we have compelling legitimate reasons for doing so.

Any comments or queries on this policy should be directed to our privacy officers using the email address [privacy@theprep.org.uk](mailto:privacy@theprep.org.uk). You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the school before involving the regulator.

For further details please see the school's Privacy Notice, available at [theprep.org.uk](http://theprep.org.uk).