



Policy	Closed Circuit Television (CCTV)	
Reviewer	Gareth Hughes, Headteacher	
Last Reviewed changes	Autumn 2025	

Policy Statement

Victoria College operates a Closed-Circuit Television (CCTV) system throughout its premises, internally and externally, to promote safety, protect property, and support safeguarding.

This policy outlines the management, operation, and lawful use of the CCTV system in accordance with:

- Data Protection (Jersey) Law 2018
- CCTV Code of Practice (Information Commissioner)
- Human Rights (Jersey) Law 2000

The College is the Data Controller for all CCTV data captured on site.

Purpose and Objectives

The CCTV system is used solely for legitimate purposes that are in the College's interests, including:

1. Protecting pupils, staff, volunteers, visitors, and members of the public with regard to personal safety.
2. Protecting College buildings, equipment, and personal property.
3. Supporting the police and community in preventing and detecting crime.
4. Promoting the health, safety, and wellbeing of all members of the College community.
5. Preventing bullying, vandalism, and anti-social behaviour.
6. Monitoring site access, deliveries, and contractor activity.
7. Supporting safeguarding investigations and ensuring proper management of the College.

CCTV will **not** be used for monitoring staff performance or routine classroom activity.

System Description

The system uses fixed, visible cameras only.

Cameras do not record audio.

CCTV is operational 24 hours a day, 7 days a week, 365 days a year.

Camera Positioning

Cameras are positioned internally and externally in locations where monitoring is necessary to achieve the above objectives.

CCTV may be installed in communal areas adjacent to toilets (e.g., corridors or washroom entrances) for the purpose of preventing bullying or vandalism; however, no cameras are placed inside toilets, nor positioned in any way that would allow a view into toilet areas or cubicles when doors are open.

No cameras are located where individuals have a reasonable expectation of privacy (e.g., changing areas).

External cameras are positioned to minimise recording of public spaces or private property.

Clear signage is displayed in all monitored areas, identifying the College as the Data Controller and providing contact details for information requests.

Management and Maintenance

The Deputy Headteacher acts as the System Manager, with delegated operational responsibility.

The System Manager will ensure regular checks of functionality and recording quality.

The system will undergo regular service to ensure it remains viable.

Storage and Retention

All recordings are securely stored and access is strictly limited to authorised personnel.

Images are retained for a maximum of 90 days, after which they are automatically overwritten.

Footage may be retained for longer if it is relevant to an ongoing investigation, safeguarding concern, or legal process.

Any retained footage will be logged, including date, time, camera location, and reason for retention.

Data will be managed in line with the Government of Jersey retention schedules and the College's Data Protection Policy.

Access to Images

Access to live or recorded images will be limited to authorised personnel only, under the supervision of the System Manager.

Authorised personnel may include:

- Headteacher
- Deputy Head and Assistant Heads
- Designated Safeguarding Lead (DSL) and Deputies (DDSLs)
- Site Manager
- IT Manager (for technical issues)

The cameras are listed as follows:

<u>Location</u>	<u>View</u>
Eden classroom x2	Full Coverage
Tilling x6	Full Coverage
Dunlop x3	Full Coverage
Bistro	Front Till
Bistro	Front Till Line
Bistro	Back Till
Bistro	Seating Area
Bistro	Entrance / Locker Area
English	Corridor Left
English	Corridor Right (Covers Toilet)
English	Back Corridor
English	Classroom 5
Maths	Front Corridor
Maths	Main Corridor
De Carteret Playground	Math Door Facing Playground (Covers Toilet)

De Carteret Playground	Math Door Facing Side Gate
De Carteret Playground	Eden Facing Playground (Covers Toilet)
De Carteret Playground	Eden Facing Caretaker's Slope
De Carteret Playground	Devenport Building Facing Toilet
Devenport	Mummery Stairs
Devenport	Devenport Stairs
De Carteret Building	Lockers Looking Up
De Carteret Building	Lockers Looking Down
De Carteret Building	Toilets
Main Quad	Facing Main Entrance Archway
Main Quad	Facing Across Front of Building
Eden	Facing Stairs and Main Door
Eden	Entrance and Yard
Eden	Toilets
Main Gate	Towards Bike
Main Gate	Down Temple Hill
Main Gate	Across Car Park
Main Gate	Towards Science
North Gate	IT Office to North Gate
Le Brocq	Le Brocq Play Area
Le Brocq	Bike Parking Looking Up
Le Brocq	Bike Parking Looking Down
Le Brocq	Back Stairwell
Le Brocq	Classroom 1
RE Corridor	RE PC Suite
Tilling	Toilets
Outside Science	Looking towards Main Gate / Arch
Outside Science	Looking up Towards Entrance
Outside Science	Looking Down towards Entrance from College Lawn
Outside Science	Looking Down Hill towards VCP
Outside Science	Looking Towards Main Quad

Science	Foyer
Sixth Form	Facing kitchen
Sixth Form	Facing TV Room from Entrance
Sixth Form	Facing TV Room from Sound Box
Sixth Form	Facing Computer Room 1 from Entrance
Sixth Form	Facing Computer Room 1 form Exit
Sixth Form	Facing Computer Room 2 from Entrance
Sixth Form	Facing Computer Room 2 form Exit
Sixth Form	Toilets
Sixth Form	Outside Entrance
Sixth Form	Middle Camera Facing Alley
Sixth Form	Facing Outside Entrance / Pond

Rights of Individuals

Under the **Data Protection (Jersey) Law 2018**, individuals have the right to access personal data held about them.

Requests must specify the **date, time, and location** to assist retrieval.

Requests may be declined or partially redacted if disclosure would identify other individuals or compromise an investigation.

Disclosure to Third Parties

Disclosure of CCTV footage will only occur:

- Upon written request from law enforcement or statutory authorities.
- When authorised by the Headteacher and consistent with the purposes of this policy.
- When required by law or in connection with a formal insurance claim.

Covert Surveillance

Victoria College does **not** engage in covert surveillance. If law enforcement requests covert monitoring, written authorisation and legal consultation will be required prior to any action.

Third-Party Systems

While the College does not manage third-party CCTV systems, such as those on College transport, it may receive footage from them when relevant to College investigations or safeguarding matters.

Complaints and Queries

All complaints, concerns, or queries regarding the operation of CCTV should be addressed in writing to the Headteacher.

Policy Review

This policy will be reviewed if changes occur in legislation, technology, or operational practice.