



Headteacher : Dr Simon Letman BA, MA, EdD  
Deputy Head : Nicola Shelley

20<sup>th</sup> July 2016

Dear Parent/Carer,

## Proposed installation of CCTV system at Holbrook Academy

I am writing to let you know that we are proposing to install a CCTV system at the Academy. There are two main reasons for considering this step; to help prevent vandalism and enhance site security and better monitor pupils' behaviour. You may be aware that we have suffered a number of senseless acts of vandalism out of school hours over recent months and we are determined to deal with this.

Increasingly, schools are introducing CCTV cameras for the similar reasons. Our very open site, which includes public access, presents significant challenges for us in terms of site security and the safeguarding of our students.

The principal focus of the proposed Holbrook system is external security. To this end, a network of seven CCTV cameras would be installed on the buildings' exterior, providing coverage of all external points to a distance of 30-40 metres from the buildings. The secondary focus of the proposed system is to provide a degree of internal coverage of main corridors through the installation of five cameras. The plan does not include placing camera in classrooms, washrooms or changing rooms.

The planning, installation and management of the system will be governed by all relevant legislation/regulation relevant to CCTV/monitoring equipment in the workplace. Principally these are;

- The Data Protection Act 1998
- The Human Rights Act 1998
- The Regulation of Investigatory Powers Act 2000 (and accompanying regulations)

What this means in practical terms is that the initial viewing of live and recorded images of CCTV will be restricted to the trained data controlling officer(s) only. Any recorded images would only be viewed in a restricted area such as an office, where content cannot be seen from the outside and images would be retained for no longer than 28 days.

In short, we believe that the system would significantly enhance site security as well as contributing to our efforts to keep our children safe at school.

I would welcome parents' views and I hope that you will agree with us that the perceived benefits would outweigh concerns about personal data protection. You would obviously have our assurance that all relevant legislation and protocols would be scrupulously applied at all times.

We are hoping to progress our plans so that the new system can be installed at the same time our new roof is being applied over the summer break.

Please do let me know how you feel about the proposal, by Friday 5<sup>th</sup> August 2016, by contacting my office on: [Sarah.Bezley@holbrookacademy.org](mailto:Sarah.Bezley@holbrookacademy.org)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Simon Letman', with a horizontal line underneath.

Dr Simon Letman