

## **Westfield Primary School**

### **MONITORING and SURVEILLANCE POLICY**

Westfield Primary School's Monitoring Policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. The School reserves the right to amend its content at any time.

#### **Monitoring of use systems**

The School's systems provide the capability to monitor telephone, e-mail, voicemail, web and other communications traffic. For business reasons, and in order to perform various legal obligations in connection with our role as a School and as an employer, use of the School's systems including the telephone and computer systems, and any personal use of them, is electronically monitored from time to time.

In accordance with the specific monitoring provisions contained in members of staff's individual contracts of employment, monitoring will only be carried out to the extent permitted or required by law and as necessary and justifiable for business purposes. Staff are referred to their individual contract of employment for further details.

The School reserves the right to retrieve the contents of messages or check searches which have been made on the internet for the following purposes (this list is non-exhaustive):

- (a) to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this policy; or
- (b) to find lost messages or to retrieve messages lost due to computer failure; or
- (c) to assist in the investigation of wrongful acts; or
- (d) to comply with any legal obligation.

#### **CCTV**

All members of staff should be aware that the School uses [24 hour] CCTV surveillance its premises for the prevention and detection of crime. The CCTV may be used for the protection of students, staff and School property.

It is important that all staff understand that whilst on the premises, you may be recorded from time to time on surveillance video-tape and that you have consented to this. There are however, strict security controls over this recorded data and under normal circumstances no such data will be retained for longer than 7 days. Any question about data held in this way should be addressed to the Headteacher] in the first instance.

If disciplinary action results from information gathered through monitoring, the member of staff will be given the opportunity to see or hear the information in advance of the disciplinary hearing and to make representations about it.

Signed:

Date:

Signed:

Date:

