

04

HEALTH, SAFETY & PREMISES

CCTV Policy

How and why we use CCTV, and how we protect the images we record.

**POLICY OWNER****Director, with the Data Protection Lead****APPLIES TO****Everyone at the centre: students, parents, staff, specialists and visitors****THE ONE RULE TO REMEMBER****CCTV is there to keep people safe. It is never used where privacy is expected.**

1. Why we use CCTV

- To keep students, staff and visitors safe, and to support our safeguarding duties.
- To prevent and detect crime, and protect our premises and equipment.
- To help investigate incidents, accidents and complaints fairly.

We use CCTV under legitimate interests, in line with UK GDPR, the Data Protection Act 2018 and the Information Commissioner's guidance. A risk assessment was completed before cameras were installed and is reviewed every year.

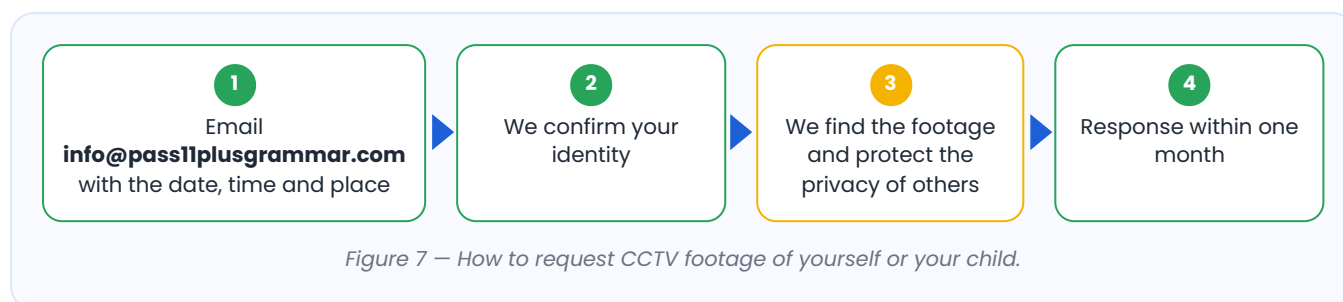
2. Where cameras are and what they record

- Cameras cover the entrance, reception, corridors and teaching rooms.
- There are never cameras in toilets or anywhere people would expect privacy.
- Signs at the entrance show that CCTV is in use and who to contact.
- CCTV records images only; audio recording is not used.
- CCTV is not used in online lessons, and is never used covertly.

3. Storage, access and sharing

- Recordings are stored securely and automatically overwritten after up to 30 days, unless needed for an incident or investigation.
- Only the Director, the Designated Safeguarding Lead and the Data Protection Lead may view recordings, and every viewing is logged.
- Footage is shared only with the police or other authorities when lawfully requested, or where needed to protect a child. It is never posted publicly or on social media.

4. Requesting footage



Please ask promptly, as recordings are normally overwritten after 30 days. Complaints about our use of CCTV are handled under our Complaints Policy (Policy 18), and you can also contact the Information Commissioner's Office.