



## CCTV Policy

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*Publication on website			
Denbigh Alliance website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO.  Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

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## **1 Introduction and Scope**

- 1.1 The Denbigh Alliance is committed to ensuring the safety and security of its students, staff, visitors, and property. This policy explains the use of Closed-Circuit Television (CCTV) systems within the Trust's schools and academies. It applies to all individuals using or visiting Trust premises and facilities.

## **2 Purpose of CCTV**

- 2.1 The Trust uses CCTV for the following purposes:
- To maintain a safe and secure environment for students, staff, and visitors.
  - To protect Trust property and prevent vandalism, theft, and other criminal activity.
  - To assist in the investigation and resolution of incidents.
  - To monitor and enforce compliance with Trust policies.
  - To support law enforcement agencies in the prevention, detection, and prosecution of crime.

## **3 Legal Basis for CCTV Use**

- 3.1 The Trust operates CCTV systems in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Protection of Freedoms Act 2012. The legal basis for processing CCTV data includes:
- Performance of a task carried out in the public interest.
  - Legitimate interests pursued by the Trust, ensuring safety and security.

## **4 Operation of CCTV Systems**

- 4.1 CCTV cameras are positioned strategically across Trust premises to monitor key areas such as entrances, corridors, and external spaces. Cameras will not be installed in private areas such as toilets or changing rooms. Clear signage is displayed to inform individuals that CCTV is in operation.

## **5 Storage and Retention of Data**

- 5.1 CCTV footage is securely stored for a period not exceeding 30 days unless required for an ongoing investigation or legal proceedings. After this period, footage is securely deleted.

## **6 Access to CCTV Footage**

- 6.1 Access to CCTV footage is restricted to authorised personnel only, such as the Headteacher, Senior staff or IT staff. Requests to access CCTV footage must be made in writing to the Headteacher and Data Protection Officer (DPO).

## 7 Sharing CCTV Footage

7.1 CCTV footage may be shared with law enforcement agencies, insurers, or legal representatives, provided that:

- The request is lawful and justified.
- The sharing complies with UK GDPR and the Data Protection Act 2018.

## 8 Individual Rights

8.1 Individuals have the right to:

- Request access to CCTV footage of themselves.

8.1.a This should be done via the Headteacher and DPO. If practicable and not breaching the GDPR rights of other individuals this may be directly via the recording or via CCTV still images printed out for the individual to see. This will be down to the discretion of the Headteacher. Safeguarding will be considered when deciding whether/how to grant this request.

- Object to the processing of their personal data captured by CCTV.
- Request the erasure of personal data, if appropriate.

## 9 Complaints

9.1 Any concerns or complaints regarding the use of CCTV should be directed to the Data Protection Officer. Complaints will be handled in accordance with the Complaints Policy.

## 10 Who to contact:

Schools are required to have a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

**Name of DPO:** Shannon Webb

**Email address:** [webbs@thedenbighalliance.org.uk](mailto:webbs@thedenbighalliance.org.uk)

If you have any questions about this policy, please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.