



**Southern
Education
Trust**

CCTV POLICY

As a trust, our ethos is encompassed in our vision statement

‘Making Lives Better’

and we commit to doing this through:



KINDNESS



COLLABORATION



CREATIVITY

Reviewed by: Chief Executive Officer

Adopted: May 2026

Review due: Summer 2027

Review cycle: Annual

SOUTHERN EDUCATION TRUST

CCTV Policy

1. PURPOSE

The Purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Southern Education Trust schools, hereafter referred to as 'the schools'.

CCTV systems are installed (both internally and externally) in premises to enhance the security of the building and its associated equipment as well as create a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day.

CCTV surveillance at the schools is intended for:

- protecting the school buildings and school assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors as well as for monitoring pupil behaviour;
- preventing bullying;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting the police in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that the school rules are respected so that the school can be properly managed.

The CCTV system is owned and operated by the school.

All Trust CCTV systems are registered with the Information Commissioner under the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are made aware of their responsibilities in following the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

2. SCOPE

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. The Trust complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use. The Code of Practice is published at: <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

The planning and design have endeavoured to ensure that systems will give maximum effectiveness and efficiency, but it is not guaranteed that systems will cover or detect every single incident taking place in the areas of coverage.

Video monitoring of public areas for security purposes within school premises is limited to uses that do not violate the individual's reasonable expectation to privacy.

Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018.

3. LOCATION OF CAMERAS

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated.

Schools will make every effort to position the cameras so that their coverage is restricted to the school premises, which includes both indoor and outdoor areas.

4. STORAGE AND RETENTION OF CCTV IMAGES

Recorded data will not be retained for longer than 31 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue. Where data is retained for longer than 31 days an electronic file held on a secure central server where specific CCTV images/recordings are retained will be kept.

The Data Protection Act and GDPR does not prescribe any specific minimum or maximum retention periods that apply to footage. Therefore, retention will reflect the school's purposes for recording information, and how long it is needed to achieve this purpose. Schools will always store data securely.

ACCESS TO CCTV IMAGES

Access to recorded images will be restricted to the staff authorised to view them and will not be made widely available. Supervising access to the CCTV System is the responsibility of the Headteacher.

The Headteacher may delegate the administration of the CCTV System to another staff member. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

5. SUBJECT ACCESS REQUESTS (SAR)

Individual staff have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

All requests should be made in writing to the Data Protection Officer.

Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified e.g. time, date and location.

Schools may not have a facility to provide copies of CCTV footage but instead the applicant may view the CCTV footage if available.

Schools will respond to requests within 1 month of receiving the request but if a request is received outside of the school term this may not be possible.

Schools reserve the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

6. ACCESS AND DISCLOSURE OF IMAGES TO THIRD PARTIES

There will be no disclosure of recorded data to third parties other than authorised bodies such as the Police.

If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However, careful consideration must be given to exactly what the Court order requires. If there are any

concerns as to disclosure, then the Data Protection Officer should be contacted in the first instance and legal advice may be required.

Requests for images should be made in writing to the school.

The data may be used within the school's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

7. COMPLAINTS

Any complaints relating to this policy or to the CCTV system operated by a Trust school should be made in accordance with the Trust's Complaints Policy.