



CCTV Policy

This policy was adopted by the Trustees
of Ivy Education Trust on
20 February 2024

Reviewed: See Amendment Record

Scope

Ivy Education Trust uses closed-circuit television (CCTV) in order to protect the safety of students, staff, parents/carers and visitors.

This policy outlines how Ivy Education Trust uses CCTV in line with the principles set out within the Surveillance Camera Code of Practice 2021. All personal data obtained is stored in accordance with UK General Data Protection Regulations (UKGDPR) and Data Protection Act 2018.

Purpose

The CCTV recordings may be used for:

- prevention and detection of crimes, within our schools and on Ivy Education Trust premises
- student behaviour management, discipline and exclusions
- staff disciplinary and associated processes and appeals
- maintaining a safe environment for all our school communities.

CCTV system operation

The CCTV system will be operational 24 hours a day, 365 days a year.

The Data Controller is registered with the Information Commissioner's Office.

The system does not record audio.

All recordings will have date and time stamps.

Location of cameras

The cameras are located in places that require monitoring in order to achieve the purpose of the CCTV system.

Appropriate signs are displayed around school premises within prominent locations that clearly identifies that CCTV recording is in operation.

Signs are located at the entrance gate, building entrance and inside reception.

General access to CCTV footage

It will not be common practice to release CCTV footage unless satisfactory evidence for legal proceedings can be provided. This is authorised within Section 115, Crime and Disorder Act 1998.

In appropriate circumstances, Ivy Education Trust may allow authorised personnel to view footage where the above purposes are considered to be met.

Ivy Education Trust will maintain a record of all disclosures.

All requests for access by Ivy Education Trust staff should be made to the headteacher or Ivy Education Trust DPO and be specific to a date and time frame.

Non-Trust employees should follow the process for a Subject Access Request.

Any disclosure will be done in line with UK GDPR and Data Protection.

Ivy Education Trust cannot guarantee disclosure of footage when made under a Subject Access Request due to:

- lack of technical resources available in order to blur or redact the footage
- the release of footage would prejudice an ongoing investigation
- other identifiable individuals have not consented

Authorised CCTV system operators

Ivy Education Trust has limited staff members, who are fully trained and understand the importance of confidentiality, authorised to access and operate the CCTV system.

Storage of footage

Footage will be retained for no longer than necessary to achieve the purposes of the system.

The default retention period will be one month. At the end of the retention period, the files will be deleted.

On occasion footage may be retained for longer than one month. For example, where a law enforcement body is investigating a crime.

Recordings will be downloaded and encrypted, so that the data will be secure, and its integrity maintained, to ensure it can be used as evidence if required.

All recordings must be logged and traceable throughout their life within the system.

CCTV system security

A full Data Privacy Impact Assessment will be completed upon deployment, replacements, development or upgrading of the CCTV system. This is in line with the UK GDPR principle, Privacy by Design, and ensures the aim of the system is reasonable, necessary and proportionate.

The system will be made secure by the following safeguards:

- the system manager will be responsible for overseeing the security of the footage and recorded images, maintenance and training of authorised personnel
- the system will be checked for faults annually
- the footage will be stored securely and encrypted
- the software updates will be installed as soon as possible

- the recorded footage will be password protected
- the equipment will be located in a secured lockable enclosure accessible only to authorised personnel
- adequate cyber security measures will be in place to protect footage from cyber-attacks
- a register of authorised staff is maintained, reviewed and updated when necessary

Complaints

Any complaints should be made in writing to the Trust’s Data Protection Officer Jon Lasker at DPO@ivyeducationtrust.co.uk.

Review and monitoring

Appropriate changes will be made accordingly in line with changes to legislation. The headteacher will communicate changes to all authorised staff members.

AMENDMENT RECORD

Date	Reviewed by	Nature of change	Date of next review
30.01.2024	PHP Law/DPO/FAR Committee	New trust wide policy	As required and no later than January 2026.