

Ashton Community Science College

CCTV Policy

Version Control

Named Owner:	Emily Loughran
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Overview of Amendments to this Version:	<ul style="list-style-type: none">- Addition of health and safety lead having access to view CCTV- How to request a SAR- Right to refuse access to CCTV footage- Legal framework paragraph- ICO registration

Introduction

Ashton Community Science College uses closed circuit television (CCTV) images to monitor the school's buildings and grounds in order to provide a safe and secure environment for pupils, staff and visitors and to prevent the loss or damage to school property.

The system comprises of a number of fixed cameras and the system does not have sound recording.

The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team and the introduction of, or changes to, CCTV will be subject to consultation with the school's leadership team and governors.

The CCTV is monitored by the school's receptionists. Our Senior leadership team, Heads of Year, Health and Safety Lead and ICT department have access to CCTV. 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 employees are also aware of the restrictions in relation to access to and disclosure of recorded images.

Statement of Intent

The school complies with Information Commissioner's Office (ICO) CCTV code of practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The code of practice can be found at - [Video surveillance \(including guidance for organisations using CCTV\) | ICO](#). The planning and location of cameras has been designed to achieve maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Camera Positioning

Cameras are positioned so that they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

Storage and Retention of CCTV images

Recorded data will not be retained for longer than necessary. Whilst retained, the integrity of the recordings will be maintained to ensure their evidential value and protect the rights of the people whose images have been recorded.

All retained data will be stored securely.

Access to CCTV images

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

Subject Access Requests (SAR)

Individuals have the right to requests access to CCTV footage relating to themselves under the Data Protection Act.

We ask that all requests are made in writing to the Headteacher, however accept verbal requests in line with current legislation. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. We will not be able to facilitate broad requests.

When a SAR involves footage containing multiple individuals, the school will assess the feasibility of redacting third-party identities. If redaction is not possible access will be denied protecting the rights and freedoms of others, in accordance with UK GDPR Article 14(4) and current safeguarding law.

Access and Disclosure of images to Third Parties

There will be no disclosure of recorded data to third parties other than authorised personnel such as the police and service providers to the school where these would reasonably need access to the data (e.g. investigators). The data may be used within the school's discipline procedures as required and will be subject to the usual confidentiality requirement of those procedures.

Complaints

Complaints and enquiries about the operation of CCTV within the school and grounds should be directed to the Headteacher in the first instance.

Legal Framework

This policy complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act, and the Data Use and Access Act 2025. These regulations govern the lawful use, access and retention of personal data collected via CCTV.

ICO Registration

Ashton Community Science College is registered with the information commissioner's office (ICO) as a data controller. This registration confirms our commitment to lawful and transparent processing of personal data through CCTV systems.