



LIFE ACADEMIES TRUST

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CCTV

Document Detail	
Approved	December 2025
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Summary of Changes

Date	Version	Summary of Changes
February 2023	1	New Policy
December 2025	2	Introduction: Updated types of camera installed and authorised users of the CCTV system Statement of Intent: Updated reference to ICO CCTV Code of Practice to most recent guidance Appendix B: Updated camera locations

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Introduction

This is the Academy's approved policy relating to the use of CCTV. Biggleswade Academy and its various sites use closed circuit television (CCTV) images to reduce crime and monitor the Academy's buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent loss or damage to the Academy property.

The system comprises of a number of fixed dome, turret and PTZ cameras.

The system does not have sound recording capability.

The CCTV system is owned and operated by Biggleswade Academy, the deployment of which is determined by the Senior Leadership Team.

The CCTV is monitored both centrally (Technical Support Office, Biggleswade Academy) & remotely by the Academy Principal, the Vice Principal, Technical Support staff and the Site Team.

The Trust's CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act (DPA). The use of CCTV, and the associated images and any sounds recordings is covered by the DPA. This policy outlines the Academy's use of CCTV and how it complies with the legislation.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained about their responsibilities under the CCTV policy. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

Statement of Intent

The Academy complies with the Information Commissioner's Office (ICO) CCTV and video surveillance guidance to ensure it is used responsibly and safeguards both trust and confidence in its use. The guidance is published at:

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/>

CCTV warning signs are clearly and prominently placed at all external entrances to all Academy sites. Signs contain details of the purpose for using CCTV (see Appendix A).

In areas where CCTV is used, the Academy will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The planning and design has endeavoured to ensure that the system will give 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.

Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed, (as described above), and care will be taken to ensure that reasonable privacy expectations

are not violated. The Academy will ensure that the location of equipment is carefully considered to ensure that images captured comply with the legislation.

The Academy will make every effort to position cameras so that their coverage is restricted to the Academy premises, which may include outdoor areas.

CCTV will not be used in classrooms but in areas within school that have been identified by staff and pupils as not being easily monitored.

A document showing details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring, is shown in Appendix B.

Covert Monitoring

The Academy may in exceptional circumstances set up covert monitoring. For example:

- Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances' authorisation must be obtained from a member of the Academy Senior Leadership Team, as appropriate.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

Storage and Retention of CCTV Images

The Academy retains CCTV images for approximately 3 weeks after which time the system automatically overwrites old footage.

Where CCTV records an incident which may be required for evidence in a disciplinary action, internal investigation or the investigation of crime or otherwise required by law the Academy will make a copy of the recording for evidential purposes. Recordings for evidential purposes may be held for longer than the period set out above.

Where a recording is required to be held for longer than the designated retention period for evidential purposes the Academy Principal, or nominated deputy, will be responsible for authorising the request.

Recordings held in excess of the designated retention period will be reviewed on an ongoing basis not exceeding three months. Any recordings no longer required for evidential purposes will be securely deleted

Images are stored directly to the CCTV system NVR which is located in an access-controlled room.

Footage requested to be saved for longer by a member of the Senior Leadership Team is stored in access restricted Google Drive folders

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 request access to CCTV footage relating to themselves under the GDPR.

All requests should be made in writing using the SAR request form to the Academy Principal. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example, date, time and location.

The Academy will respond to requests within 1 calendar month of receiving the request.

The Academy reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Please see the Subject Access Request policy for further details.

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel, such as the Police and service providers to the Academy where these would reasonably need access to the data (e.g. investigators). Requests by third parties should be assessed using the Academy's Third-Party Request for Information policy.

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

Complaints

Complaints will be dealt with in accordance with the Academy's Complaints Policy.

Appendix A: CCTV Signage

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Academy ensures that this requirement is fulfilled by displaying a CCTV sign in each reception which includes the following detail:



PLEASE NOTE

The Academy is covered by CCTV surveillance cameras and pictures are recorded.

This is to ensure the safety of all pupils, staff, parents and visitors to the site.

It is also to ensure that we maintain a secure environment. If the property experiences any criminal activity within its grounds the footage may be shared with the police.

Biggleswade Academy maintains all CCTV equipment and no recordings are made by external agencies.

Please address any questions regarding our CCTV to: enquiries@biggleswadeacademy.org

Appendix B: Camera locations

The following areas are covered by our CCTV cameras

Biggleswade Academy

Mead End Site

All Block Main Entrances
 Australia Block Playground
 Australia Block Side/School Field
 Australia Block Path to Kitelands Park Gates
 Brazil Block Perimeter
 Canada Block Rear
 Car Park
 Conservation Area
 Europe Block Rear/Outside Gym
 Europe Block Side Gates
 Firepit/Outdoor Classroom Area
 Japan Block Front
 Kitchen Entrance
 Main Entrance
 Main Entrance Reception Area
 Main Playground
 Main Playground Gates
 School Field (Outside Canada Block)
 Quad Area
 USA Block Quad

London Road Site

Entrance Path/Front of Building
 Outdoor area

Kitelands Road Site

Car Park
 Gibraltar Block Rear Outside Area/School Field
 Kitelands Park Entrance Gates
 Main Entrance
 Main Entrance Approach
 Main Entrance Reception Area
 Main Playground
 Main Playground Gates
 Rear Playground

The Lawns Nursery

Garden Area
 Main Nursery Entrance
 Main Saplings Entrance