

# CCTV Policy for Blackpool Skills Academy

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## 1. Purpose

Blackpool Skills Academy (the "Academy") is committed to ensuring the safety and security of its students, staff, visitors, and property. This CCTV policy outlines the use of closed-circuit television (CCTV) surveillance systems at the Academy to help prevent crime, monitor the premises, and provide evidence when necessary.

The Academy will ensure that all CCTV usage is compliant with relevant legal requirements, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), and that CCTV is used in a way that respects individuals' privacy and rights.

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## 2. Objectives

The primary objectives of using CCTV at Blackpool Skills Academy are to:

- Deter criminal activity, including theft, vandalism, and violence.
  - Protect students, staff, visitors, and property from harm.
  - Monitor the safety of staff and students during non-school hours, such as after-school activities and events.
  - Assist in the prevention and investigation of incidents of bullying, misconduct, or other violations of Academy rules.
  - Provide evidence to aid investigations of incidents, should they occur.
  - Ensure that the premises are secure and that appropriate security measures are in place at all times.
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## 3. CCTV Locations

CCTV cameras are installed in key areas of the Academy to ensure security. These areas include:

- External grounds, including entrances, exits, and perimeter fencing.
- Internal common areas, such as corridors, stairwells, and public areas.
- Staff and visitor car parks.
- Reception areas and entrances to the Academy.

CCTV will not be installed in areas where individuals have an expectation of privacy, such as:

- Toilets or washrooms.
- Staff rooms or private office spaces.
- Changing rooms.

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#### 4. Use of CCTV

- **Monitoring:** CCTV footage will only be monitored by staff members authorised by the Academy. These staff members are trained to handle footage in compliance with data protection regulations. Monitoring will be done to ensure the safety of the premises, prevent incidents, and support investigations when necessary.
- **Recording:** CCTV footage will be recorded for security purposes. The recordings will be stored securely and will only be accessed by authorised personnel when necessary, such as for investigations or in response to incidents.
- **Data Retention:** Recorded footage will be deleted after 3 days unless required for an ongoing investigation, at which point it will be retained for a longer period as necessary.
- **Access to Footage:** Access to CCTV footage is restricted to authorised personnel only. Requests to view footage may be made in the following circumstances:
  - In the case of an incident or investigation involving potential criminal activity or breaches of Academy policies.
  - As part of a legal obligation, such as to assist law enforcement authorities.
  - By individuals who are the subject of the footage, in accordance with their rights under GDPR.
- **Data Sharing:** Footage may be shared with law enforcement authorities or other relevant parties when required for investigations or legal purposes. This will be done in accordance with data protection laws and Academy policy.

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#### 5. Data Protection and Privacy

Blackpool Skills Academy acknowledges the importance of protecting personal data and ensuring compliance with data protection laws. The Academy will ensure the following:

- CCTV footage will be processed lawfully, fairly, and transparently.
  - Footage will be used only for the purposes outlined in this policy and will not be used in any way that infringes on individuals' privacy rights.
  - All individuals recorded by CCTV, whether staff, students, or visitors, will be made aware of the presence of cameras via clear signage around the premises.
  - Any request for access to CCTV footage will be handled in accordance with GDPR and the Data Protection Act 2018. Individuals have the right to request access to footage that relates to them under these laws.
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## 6. Signage

Clear signage will be displayed in all areas where CCTV cameras are operational to inform individuals that they are being recorded. The signs will include the following details:

- The presence of CCTV surveillance.
  - The purpose of CCTV monitoring.
  - The contact details for the Academy's Data Protection Officer or the individual responsible for overseeing CCTV operations.
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## 7. Staff Responsibilities

- **CCTV Operators:** CCTV footage will be monitored only by staff members who have been properly authorised and trained in handling CCTV footage in compliance with the relevant laws and the Academy's data protection policies. They will ensure that CCTV footage is monitored and stored securely.
  - **Security and Facilities Teams:** The security and facilities teams are responsible for the ongoing maintenance of the CCTV system, ensuring that all equipment is functioning properly and that footage is being recorded accurately.
  - **Data Protection Officer:** The Academy's Data Protection Officer is responsible for ensuring compliance with GDPR and data protection laws, managing access requests, and handling data retention and disposal procedures.
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## 8. Review and Auditing

- **Regular Review:** The CCTV system and policy will be reviewed annually to ensure that it is operating effectively and in compliance with the relevant laws. The review will assess whether CCTV is still necessary for the intended purposes and whether the policy needs updating.
  - **Incident Audits:** Any incidents where CCTV footage is accessed or shared will be logged, including details of the request, the purpose of access, and the individual(s) involved. These logs will be kept for audit purposes.
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## 9. Compliance with Legislation

Blackpool Skills Academy will ensure that the use of CCTV complies with all applicable legislation, including:

- The Data Protection Act 2018.
- GDPR (General Data Protection Regulation).
- The Protection of Freedoms Act 2012, which governs the use of surveillance camera systems in public places.
- The Human Rights Act 1998, ensuring that individuals' right to privacy is respected.

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## 10. Policy Review

This CCTV Policy will be reviewed regularly to ensure that it remains compliant with changes in legislation and best practices. The policy will be updated if necessary, and staff will be informed of any changes.

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## 11. Contact Information

For further information or questions about the use of CCTV at Blackpool Skills Academy, please contact:

Data Protection Officer  
Blackpool Skills Academy

David Hodge

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