



# CCTV Policy

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| Approved by: Board of Trustees |                  | Date: Autumn Term 2025 |
| Next review date:              | Autumn Term 2026 |                        |

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## **I. Purpose of Policy**

Bohunt Education Trust (the Trust) has introduced this Policy to provide the Trust's approach to operating, managing, and using surveillance and closed-circuit television (CCTV) systems on school and boarding property within which its ethos of Enjoy Respect Achieve is reflected and to ensure its legal duties are met effectively.

We are committed to ensuring that any installation or use of CCTV does not intrude unreasonably on the privacy of those onsite, including those who board, and that all those onsite, including boarders, have a clear and transparent knowledge of how CCTV is deployed and viewed.

### **The purpose of the CCTV system is to:**

- make members of the school community feel safe
- protect members of the school community from harm to themselves or their property
- deter criminality in the school
- protect school assets and buildings
- help determine the cause of accidents

### **The CCTV system may also be used to:**

- assist in the effective resolution of any disputes which may arise in the course of disciplinary and grievance proceedings
- assist police to deter and detect crime
- assist in the defence of any litigation proceeding

The list of uses of CCTV is not exhaustive, and other purposes may or may not be relevant.

### **The CCTV system will NOT be used to:**

- encroach on an individual's right to privacy
- encroach unreasonably on boarders' privacy
- monitor people in spaces where they have a heightened expectation of privacy (including in toilet cubicles, changing rooms and boarding bedrooms)
- monitor student behaviour other than for safeguarding or safety purposes
- compensate for inadequate staffing levels
- monitor staff performance
- follow particular individuals unless there is an ongoing emergency incident occurring
- pursue any other purposes than the ones stated above

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 2018.

The system complies with the Data Protection Act 2018 requirements and UK General Data Protection Regulations.

Footage or any information gathered through the CCTV system will never be used for commercial purposes.

In the unlikely event that the police request that CCTV footage be released to the media, the request will only be complied with when written authority has been provided by the police and only to assist in investigating a specific crime.

## 2. Legislation and Guidance

This Policy complies with and discharges the Trust's legal duties with respect to:

### Legislation

- [UK General Data Protection Regulation](#)
- [Data Protection Act 2018](#)
- [Human Rights Act 1998](#)
- [European Convention on Human Rights](#)
- [The Regulation of Investigatory Powers Act 2000](#)
- [The Protection of Freedoms Act 2012](#)
- [Freedom of Information Act](#)
- [Education Act](#)
- [The Freedom of Information and Data Protection \(Appropriate Limit and Fees\) Regulations 2004](#)
- [The School Standards and Framework Act 1998](#)
- [The Children Act 1989](#)
- [The Children Act 2004](#)
- [The Equality Act 2010](#)
- [National Minimum Standards for Boarding Schools \(section 4.8\)](#)
- [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2019](#)

### Guidance

- [Surveillance Camera Code of Practice \(2021\)](#)
- [Surveillance and monitoring in residential childcare settings \(2019\)](#)

This policy also complies with our funding agreement and articles of association.

## 3. Definitions

**School** means any school and/or boarding facility in the Bohunt Education Trust

**Surveillance** is the act of watching a person or a place

**CCTV** means closed circuit television; video cameras used for surveillance

**Covert surveillance** is the Operation of cameras in a place where people have not been made aware they are under surveillance

**Electronic Platform** An electronic platform is any means the school communicates. This could include, but is not limited to, Email, Online Portals, and Social Media platforms

**Data Protection Impact Assessment** is an assessment carried out to identify the most effective way to comply with data protection obligations and meet individuals' expectations of privacy.

#### **4. Equalities Assessment Impact Statement**

The Trust is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to eliminating discrimination and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

#### **5. Roles and Responsibilities**

##### **Trust Board**

The Trust board, as Data Controller, is responsible for ensuring that CCTV systems across the Trust operate within the parameters of this policy and that the relevant legislation (defined in section 2) is complied with.

##### **CEO**

The CEO acts as the representative of the data controller on a day-to-day basis and is responsible for reviewing the policy and ensuring it complies with legislation. The Director of IT will report annually on the CCTV systems to the CEO.

##### **Local Governing Bodies**

The Local Governing Bodies are responsible for ensuring that this policy is implemented in each School and that they hold the Head of School, through annual reporting and other related activities, accountable for ensuring its provisions are delivered.

##### **Heads of Schools**

The Heads of Schools take responsibility for all day-to-day leadership and management of the CCTV system in their school. The Heads of Schools will:

- ensure the CCTV system's use is within the stated aims and is needed and justified, taking advice from the DPO where necessary
- ensure that the schools CCTV Data Protection Impact Assessment (DPIA) is reviewed annually and whenever cameras are moved
- ensure they only authorise any expansion or upgrading of the CCTV system after consulting the DPO and considering the result of a DPIA
- ensure all staff follow the guidance set out in this policy
- ensure all persons authorised to access the CCTV system and footage have received proper training in using the Electronic Platform and in data protection
- determine whether to comply with third-party requests for the disclosure of footage, taking advice from the DPO where necessary
- ensure the footage is stored accurately and deleted after the retention period

##### **The Nominated CCTV System Manager**

The Nominated CCTV System Manager will:

- be responsible for the day-to-day maintenance and operation of the CCTV system

- conduct data protection impact assessments relating to the use of CCTV
- oversee the security of the CCTV system and footage
- ensure that the CCTV systems are working correctly and that the footage they produce is of high quality so that individuals pictured in the footage can be identified
- regularly check the system for faults and security flaws
- ensure the date and time stamps are accurate

### **All Staff**

The safeguarding and protection of privacy of all personal information (including CCTV) is the responsibility of all staff, including volunteers and contractors, who come into contact with such information in the course of their role.

Staff are responsible for understanding and following the procedures laid out in this policy and any guidance issued relating to it and where deemed necessary, undertaking appropriate training.

## **6. Operation of the CCTV system**

- The CCTV system will be operational 24 hours a day, 365 days a year
- The CCTV monitors in Boarding are in locked offices to which only designated staff have access
- The CCTV recordings in Boarding are only checked to review an incident with permission from the Head of Boarding or the Operations Manager, or when requested by the Police
- The system is registered with the Information Commissioner's Office
- The system will not record audio
- Recordings will have a date and time stamp. The Nominated CCTV System Manager will check these periodically and when the clocks change
- All cameras are owned and monitored within the School and the CCTV system should not be monitored remotely

## **7. Covert surveillance**

Covert surveillance will only be used in extreme circumstances, such as where there is suspicion of a criminal offence. If the situation arises where covert surveillance is needed (such as following police advice for the prevention or detection of crime or where there is a risk to public safety), a data protection impact assessment will be completed in order to comply with data protection law.

## **8. Location of CCTV cameras**

Cameras are located in school buildings and grounds in places that require monitoring to achieve the CCTV system's aims (stated in section 1). Details of the locations of the CCTV cameras are recorded in each school's CCTV DPIA.

Wherever cameras are installed, appropriate signage is in place to let school community members know that the area is under surveillance by CCTV. The signage:

- Identifies the school as the operator of the CCTV system
- Identifies the Trust as the data controller
- Provides contact details for more information

Cameras will not be aimed off school grounds into public spaces or people's private property. An exception to this is at SGS Boarding where there are CCTV cameras located at the public right of way on School Lane and at the pedestrian entrance adjacent to the laundry for safety reasons.

Cameras are positioned to maximise coverage, but it is not guaranteed that all incidents will be captured on camera.

## **9. Storage of CCTV footage**

- Footage will be retained for 30 days. The files will be overwritten automatically at the end of the retention period
- Occasionally, footage may be retained for longer than 30 days, for example, when a law enforcement body is investigating a crime. This allows them to view the images as part of an active investigation and be used as evidence if necessary.
- Where footage is retained for longer, recordings will be downloaded and securely stored.
- We act upon the advice of the DPO where footage is retained for longer than 30 days.
- The Head of school or a designated nominee, will conduct termly checks to determine whether the footage is stored accurately and deleted after the retention period. These checks are logged.

## **10. Access to CCTV footage**

Only authorised persons will have access to pursue the aims stated in section 1 above or if there is a lawful reason to access the footage.

Anyone who accesses the footage must record their name, the date and time of access, and the reason for access in the access log.

Any visual display monitors will be positioned so only authorised personnel can see the footage.

### **10.1 Staff Access**

The following members of staff have authorisation to access the CCTV footage:

- Head of School
- Assistant Heads of School
- The Nominated CCTV System Manager
- Anyone with express permission from the Head of School

CCTV footage will only be accessed from authorised personnel's work devices or the visual display monitors.

All members of staff who have access will undergo training to ensure proper handling of the system and footage.

Any staff member who misuses the surveillance system may be committing a criminal offence and will be subject to disciplinary action.

## **10.2 Staff Access in Boarding**

The Head of Boarding, Houseparents, or Senior Resident Tutor may check the CCTV recordings and are expected to:

- Only review an incident with permission from the Head of Boarding or the Operations Manager.
- Only use live viewing of cameras in the following circumstances: Suspicious behaviour of an individual that needs monitoring; serious behaviour matter, which may need to be referred to Police; ongoing health and safety matters, that need monitoring; intruder on-site.
- Record the date, time, reason and cameras viewed in the CCTV log book. Head of Boarding or Operations Manager to countersign.
- Follow up on any safeguarding or safety incidents seen when reviewing the CCTV footage
- Ensure the CCTV monitor is not seen by students unless reviewing footage due to an incident
- Switch the CCTV monitor to off/sleep when it is not being reviewed
- Lock the office where the CCTV monitor is located

The Head of Boarding will conduct a half-termly review of the log books to ensure the monitoring process is being followed and the Trust Compliance team will undertake random checks as considered appropriate.

The Head of School will take appropriate disciplinary action over any breach of the protocol in the management of the CCTV system.

Boarding Staff who operate the CCTV system must complete online GDPR training every two years, and will complete a refresher of this training in the event of a data breach or a change in guidance or law.

Students and Parents/Carers are informed about the use of CCTV in boarding in the Student Parent Handbook, which is reviewed annually. The policy is also available on the website. Student voice is sought annually regarding the impact of CCTV cameras and is discussed and triangulated at the Boarding Governor's Committee.

## **10.3 Subject Access Requests (SAR)**

According to UK General Data Protection Regulations and the Data Protection Act 2018, individuals can request a copy of any CCTV footage of themselves only.

When making a request, individuals should provide the school with reasonable information such as the date, time, and location of the footage taken to aid school staff in locating the footage.

Occasionally, the school reserves the right to refuse a SAR if, for example, releasing the footage to the subject would prejudice an ongoing investigation.

Images that may identify other individuals must be obscured to prevent unwarranted identification. The school will provide still images to conceal their identities by blurring out their faces. If this is not possible, the school will seek their consent before releasing the footage. If consent is not forthcoming, we will refuse the release of the footage.

The school reserves the right to charge a reasonable fee to cover the administrative costs of complying with a repetitive, unfounded, or excessive SAR.

Footage disclosed in a SAR will be disclosed securely to ensure that only the intended recipient can access it.

Records will be kept that show the date of the disclosure, details of who was provided with the information (the name of the person and the organisation they represent), and why they required it.

The ICO website provides more information about SAR rights, the process of creating a request, and what to do if they are dissatisfied with the response.

#### **10.4 Third-Party Access**

CCTV footage will only be shared with a third party to further the aims of the CCTV system set out in section 1 above. (e.g. assisting the police in investigating a crime).

Please refer to our Data Protection Policy for further information about how and when we share personal information.

Footage will only be shared with authorised personnel such as law enforcement agencies or other service providers who reasonably need access to the footage (e.g. investigators).

All access requests must be submitted in writing and addressed to the Head of School who will then contact the Trust compliance team.

The school will comply with any court orders granting access to the CCTV footage and provide the courts with the necessary footage without giving them unrestricted access. The DPO will carefully consider how much footage to disclose and seek legal advice if necessary.

The DPO will ensure that any disclosures are in compliance with GDPR.

All disclosures will be recorded.

#### **11. Data Protection Impact Assessment (DPIA)**

The school follows the principle of privacy by design. Privacy is considered during every stage of the CCTV system's deployment, including its replacement, development, and upgrading.

The system is used only to fulfil its aims as stated in section 1 above.

When the CCTV system is replaced, developed, or upgraded, a DPIA will be carried out to ensure its aim remains justifiable, necessary, and proportionate.

The DPO will provide guidance on conducting the DPIA, which the Nominated CCTV System Manager will conduct.

During the DPIA, those whose privacy is most likely to be affected, including the school community and neighbouring residents, will be consulted, and any appropriate safeguards will be implemented.

The DPIA will be reviewed annually at the start of each academic year and whenever cameras are moved, or new cameras are installed.

If any security risks are identified during the DPIA, the school will address them immediately.

## **12. Security**

The Nominated CCTV System Manager will be responsible for overseeing the security of the CCTV system, footage and the Electronic Platform.

The system will be checked for faults once a term.

Any faults in the system will be reported as soon as they are detected and repaired as quickly as possible, according to the proper procedure.

Footage will be stored securely and encrypted wherever possible.

The CCTV footage will be password protected, and any camera operation equipment will be securely locked away when not used.

Any software updates (mainly security updates) published by the equipment manufacturer that need to be applied will be applied as soon as possible.

## **13. Complaints**

If you have any concerns about how we handle your data, please get in touch with your school.

If you are unsatisfied with our response, you can complain to the Information Commissioner's Office (ICO).

You can contact the ICO at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF  
Tel: 0303 123 1113

Report a concern online at <https://ico.org.uk/make-a-complaint/>

#### **I4. Training for staff**

All staff receive training and development appropriate to their role as determined by the Head of School with respect to the implementation of this Policy.

#### **I5. Monitoring provisions**

The CEO and Trust Board will review the policy annually to determine whether the continued use of surveillance cameras remains necessary, proportionate, and effective in meeting its stated purposes.

#### **I6. Links to other policies**

- Data Protection Policy
- Behaviour Policy
- Physical Intervention & Search Policy
- Complaints Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Equalities Objectives