



**LIFE ACADEMIES TRUST**

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# CCTV

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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 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 (IT Office, Biggleswade Academy) & remotely by the Academy Principal, the Network Manager, Business Support Manager and the Site Manager.

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 Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use. The Code of Practice is published at:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

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 group, 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](mailto:enquiries@biggleswadeacademy.org)

## Appendix B: Camera locations

The following areas are covered by our CCTV cameras

### **Mead End Site**

Australia Block Playground  
Australia Block Playground/Front Entrance  
Australia Block Side/School Field  
Brazil Block Front  
Brazil Block Rear  
Brazil Block Side  
Canada Block Entrance  
Car Park  
Europe Block Rear/Outside Gym  
India Block Side  
Japan Block Front  
Main Entrance  
Main Entrance Reception Area  
Main Playground  
Main Playground External Gates  
Main Playground Internal Gates  
School Field (Outside Canada Block)  
Quad Area  
USA Block Entrance

### **London Road Site**

Entrance Path/Front of Building

### **Kitelands Road Site**

Gibraltar Block Drop-Off/Car Park  
Gibraltar Block Rear Outside Area/School Field  
Kitelands Road Site Front Pathway  
Main Playground  
Rear Playground