



**Agapé, Courage
Thankfulness**

CCTV Policy

Name of Policy/Procedure	CCTV Policy
Author	Premises Director
Version	V1
Applicable to	Finance, Audit and Risk Committee
Approved by:	
Approved on:	
Review Cycle	Annually
Date of next review	May 2026
Website Publication yes/no	Yes

1. Purpose

This policy outlines ACT's approach to the use, governance, and operation of Closed-Circuit Television (CCTV) systems across all schools within the Trust. CCTV is used to promote a safe environment, protect property, and support effective safeguarding.

2. Scope

This policy applies to all ACT schools, staff, students, visitors, contractors, and any individuals whose images may be captured by CCTV systems operated by ACT.

3. Policy Statement

ACT uses CCTV systems to:

- Ensure the safety and welfare of students, staff, and visitors.
- Protect ACT's property and assets.
- Deter and prevent crime, vandalism, and anti-social behaviour.
- Assist in the investigation of incidents.
- Support the implementation of school behaviour policies.

CCTV will not be used to monitor staff or pupil activities beyond the purposes outlined above, unless as part of a specific and approved investigation.

4. Legal Framework

This policy complies with the following legislation and guidance:

- General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- CCTV Code of Practice

5. Roles and Responsibilities

- **ACT Board of Trustees:** Holds strategic responsibility for CCTV policy and compliance across the Trust.
- **Headteachers:** Ensure local implementation and day-to-day operational compliance.
- **Site or IT Managers:** Manage the maintenance and functionality of CCTV systems in each school.

6. Installation and Use

- Cameras will be installed in strategic and visible locations to meet legitimate aims and minimise privacy intrusion.
- CCTV will not be used in areas where there is an expectation of privacy, such as changing rooms or toilets.
- Systems will be maintained securely and regularly tested for performance.

7. Privacy and Data Protection

- All CCTV footage constitutes personal data and is handled according to ACT's Data Protection Policy.
- A Data Protection Impact Assessment (DPIA) will be completed prior to the installation of new systems.
- Clear signage will be displayed in areas where CCTV is in operation to inform individuals of its use.



8. Access to CCTV Footage

- Access to footage is restricted to authorised ACT personnel only.
- Individuals may request access to footage in which they appear, in line with the ACT Policies.
- Requests from law enforcement agencies must be submitted formally and will be reviewed by the relevant Headteacher and Trustees.

9. Retention and Storage

- CCTV footage will be retained for a maximum of 30 days unless it is required for an active investigation.
- Older footage will be securely deleted, following ACT's data retention and disposal procedures.

10. Breaches and Complaints

Complaints about the use of CCTV should be raised with the relevant school Headteacher in the first instance or escalated to ACT's CEO. Any breaches involving CCTV data will be reported and handled in accordance with ACT's data protection policy.

11. Monitoring and Review

This policy will be reviewed annually by ACT's Board of Trustees or sooner if required by changes in legislation or operational needs.