

CCTV Policy

POLICY RELATING TO THE USE OF CLOSED-CIRCUIT TELEVISION (CCTV) IN MATTERS OF STUDENT BEHAVIOUR, SECURITY, PROTECTION OF PROPERTY AND SAFEGUARDING

Introduction:

As part of its everyday activities as a school, Seahaven Academy is bound to have a need to request, use, disclose and keep on file all sorts of data about students. In so doing it is the intention of Seahaven Academy to comply with all its legal obligations under appropriate legislation concerning data protection. This policy sets out some aspects of the legislation for students but is not intended to be a full statement of the law. Further information about the GDPR can be found from the Office of the Information Commissioner.

In light of the above, Seahaven Academy may hold CCTV images of students in relation to the orderly and safe running of the school.

CCTV information:

Any CCTV images held about students relating to their behaviour, security, protection of property or safeguarding will be held securely. CCTV images may be

- a. Disclosed internally, i.e. when alleged breaches of discipline and behaviour are being investigated and determined;
- b. Disclosed to external organisations where required by law.

Seahaven Academy will discard such data after maximum of 30 days. Where there is an extant student disciplinary procedure or safeguarding issue the data will be kept until any associated processes are fully concluded.

CCTV images are securely stored and access to them is restricted. Requests for access to such images should be dealt with under this policy and decisions on any requests made by the data controlling officer.

Viewing CCTV images:

The initial viewing of CCTV images (live and recorded) is restricted to ICT Team, SLT and Pastoral Team. However where issues relating to students' behaviour, security, protection of property or safeguarding are in question the viewing of such images is further delegated to the Business Manager, DSL, Head of KS3 or KS4. If an issue occasions the necessity of a meeting of the Education Committee of the Local Governing Body (i.e. relating to behaviour matters) then the right to view recorded CCTV images is delegated to the named members of that committee.

Any recorded images will be viewed in a restricted area where content cannot be seen from the outside.

Retention of CCTV images:

Seahaven Academy will keep CCTV images for the shortest period possible a maximum of 30 days, however ongoing matters might necessitate the completion of all internal and external procedures relating to an issue (i.e. exclusions or a notified crime) before recorded images are deleted.

Requests for CCTV images:

Requests for images from external agencies (i.e. the police) can be made where there are clear issues about the prevention and/or detection of crime. CCTV images will always be transferred using secure methods. The details of any data released to a third party will be formally recorded, to also include the date of the disclosure, to whom, reasons for the request and any other relevant information, such as a crime incident number.

Subject Access Request:

The data controller will respond to requests for CCTV images under the UK GDPR and Data Protection Act 2018. They will respond within a month from receipt of the request.

Complaints:

The Company Secretary is the Data Protection Officer (DPO) and is responsible for ensuring that ULT complies with the Data Protection Law. They can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538.

Mrs S Pitts is responsible for ensuring that the Academy complies with ULT's policies and procedures in relation to Data Protection. They can be contacted at the school – email: pittss@seahavenacademy.org.uk