

Storyy AP CCTV Surveillance in Provisions policy

Policy Statement

This policy outlines the guidelines and procedures for the installation, operation, and use of Closed-Circuit Television (CCTV) cameras in our provisions within the United Kingdom. The primary aim of this policy is to ensure the safety and security of students, staff, and visitors while respecting individual privacy rights and complying with relevant legislation.

1. Purpose:

1.1. To enhance the security and safety of the education facility, its occupants, and its assets.

1.2. To deter and investigate unauthorized activities, vandalism, theft, and other potential security breaches.

1.3. To provide a clear framework for the use of CCTV cameras to protect the privacy and rights of individuals.

2. Compliance with Legislation:

2.1. This policy shall comply with all applicable laws and regulations governing the use of CCTV cameras in educational settings, including but not limited to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

2.2. The designated Data Protection Officers (DPO) or responsible authority shall monitor changes in relevant legislation and update this policy as needed to remain compliant.

3. Camera Installation and Use:

3.1. The installation of CCTV cameras shall be limited to areas where there is a legitimate need for surveillance, such as entrances, exits, corridors, and other public learning spaces.

3.2. Cameras shall not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms, changing rooms, and private offices.

3.3. Cameras shall be clearly visible, and signage indicating the presence of CCTV surveillance shall be prominently displayed at all entry points.

4. Data Handling and Retention:

4.1. Access to recorded footage shall be restricted to authorized personnel, including the DPO- Operations Manager, and Directors of Storyy Group.

4.2. All recorded footage shall be securely stored and protected from unauthorized access, tampering, or theft.

4.3. Retention of CCTV footage shall adhere to legal requirements. Unnecessary or obsolete footage shall be deleted promptly.

4.4. Individuals shall have the right to request access to their personal data captured by CCTV cameras under applicable data protection laws.

5. Access and Disclosure:

5.1. Access to CCTV footage shall be granted on a need-to-know basis and in accordance with relevant legislation. CCTV will be viewed and may be used following an allegation or incident on site that requires further investigation. Footage will be viewed by Operations Manager or Director.

5.2. Disclosure of footage to external parties, such as law enforcement, shall only occur when required by law or when there is a legitimate reason for doing so.

6. Maintenance and Testing:

6.1. Regular maintenance and testing of CCTV cameras shall be conducted to ensure their proper functioning.

6.2. Malfunctions or damage to cameras shall be promptly reported to Head of Operations and Directors of Storyy Group and repaired.

7. Training and Awareness:

7.1. All personnel responsible for operating or managing CCTV systems shall receive training on data protection and privacy laws.

7.2. Awareness campaigns shall be conducted to inform students, staff, and visitors about the presence and purpose of CCTV cameras.

7.3 All staff, parents and students will be made aware of CCTV systems in use during individual inductions to our provisions. All visitors will be made aware when signing in to provisions and policy is to be shared with relevant persons should they wish to see it.

8. Review and Reporting:

8.1. The DPO or responsible authority shall conduct periodic reviews of CCTV operations and compliance with this policy.

8.2. Incidents involving the use of CCTV footage, such as data breaches or unauthorized access, shall be reported, investigated, and documented as required by law.

9. Policy Review:

9.1. This policy shall be reviewed annually or as needed to ensure its continued relevance and compliance with applicable laws and regulations.

10. Implementation:

10.1. This policy shall be communicated to all relevant stakeholders, including staff, students, and visitors.

10.2. Compliance with this policy is mandatory, and any violations shall be subject to disciplinary action in accordance with the Storyy Groups investigation and disciplinary policies and procedures.

11. Contact Information:

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11.1. For questions, concerns, or requests related to this policy, individuals may contact the designated Data Protection Officers- Head of Operations or Directors of Storyy Group.

12.1. This policy has been reviewed and approved by governing body or responsible authority.

Reviewed by Natalie Lee – 01/07/2024

Next review – 01/07/2025