



Dixons Allerton Academy

Closed Circuit Television (CCTV) Policy

Responsibility for Review: Operations Manager

1. Introduction

Dixons Allerton Academy has closed circuit television (CCTV) in place with the purpose of ensuring the safety of students in our care and helping to ensure the safety of all staff, parents, visitors, Academy premises and grounds. The system will monitor and assist in the prevention and detection of crime and facilitate the identification of any activities/events which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Principal.

The system will not be used to provide recorded images for the World Wide Web or to provide images for a third party other than authorised personnel such as the Police.

The Site Manager is responsible for the operation of the system and for ensuring compliance with this policy.

Signed by
(Principal):.....Date:.....

Signed by :.....Date:.....
(Chair of Governors)

2. Data Protection Act 1998

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act.

3. The CCTV System

The system comprises of fixed position cameras, pan tilt and zoom cameras, monitors, multiplexers and digital recorders.

Cameras are located at strategic points, principally outside the main entrance, in the heart space and on the corridors. No cameras will be hidden from view.

CCTV warning signs will be clearly and prominently placed at the main entrance to the Academy grounds and building. Signs will contain details of the purpose of using CCTV.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

4. Storage & Retention

Recorded data will not be retained for longer than documented guidelines. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

5. Access to images

Access to images will be restricted to those staff who need to have access in accordance with the purposes of the system. These staff include;

Senior Leadership Team
Site Manager
IT Engineer
E-Learning Technician
PA to the Principal.

The Academy's security provider for trouble shooting and maintenance requirements.

Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to law enforcements agencies, prosecution agencies, emergency services in connection with the investigation of an accident, people whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.

Accessing and reviewing CCTV footage should be undertaken at a private location.

6. Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Principal. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The Academy will respond to requests within 40 calendar days of receiving the written request.

The Data Protection Act gives the Principal the right to refuse a request for a copy of the data, particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

If it is decided that a data access request is not to be complied with, the reasons will be fully documented and the data subject informed whenever possible in writing, stating the reasons.