CCTV POLICY

Ellesmere College

CCTV POLICY FOR COLLEGE

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at **Ellesmere College**. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the school and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the **System**).

The System is administered and managed by the College, who act as the Data Controller. This policy will be subject to review from time to time, and should be read with reference to the College's Data Protection Policy / Privacy Notice, . For further guidance, please review the Information Commissioner's CCTV information (accessible here cctv pdf | Search | Information Commissioner's Office (ico.org.uk))
All fixed cameras are in plain sight on the College premises and the College does not routinely use CCTV for covert monitoring or monitoring of private property outside the College grounds. CCTV is currently in place as follows:

Internal Camera Location
St. Aidan's Front Door
St. Bede's Entrance
St. Cuthbert's Entrance
St. Cuthbert's Rear
St. Hilda's Entrance
St. Luke's Entrance
St. Oswald's Entrance
St. Patrick's Entrance
Air Rifle Range
Fitness Suite 1
Fitness Suite 2
Golf Studio
Cloisters – Corridor 1
Fitness Suite 3
Cloisters – Corridor 2
St. Cuthbert's Top Floor
Art Centre Foyer
Art Centre – Music Corridor
Sports Centre – Top Floor
Sports Centre – Store Room
Sports Centre – Main Entrance
Lower School 1
Lower School 2
Admin – IT – Corridor
Day Boy Corridor 1
Day Boy Corridor 2
New Block – Entrance
Sports Centre – Top Floor Entrance
Drum Room
Sickbay Wellbeing Room

External Camera Location
St. Bede's Fire Exit
NB to St. Luke's
St. Hilda's Fire Exit
St. Hilda's to St. Lukes'
DHP
Lower School to St. Oswald's
St. Oswald's 1
St. Oswald's 2
Tuck Shop Road
Top Gate 1
Top Gate 2
Rookery to St. Hilda's
CCTV – Armoury
Main Driveway
Main Gate
Grounds Hut
CCTV – Chapel to Quad
CCTv – Quad to St. Luke's
CCTV – Lower School – Carpark 1
CCTV – Lower School – Carpark 2
Tennis – Carpark 2
Tennis – Carpark 1
Mailroom Entrance
CCTV Physics to Cricket Pitch
CCTV Astro 1
CCTV Astro 2
CCTV Astro 3
CCTV HM House
CCTV Art Centre to NB Entrance
CCTV Hodson SFL Entrance

Mailroom Door	NB to St Luke's
CCTV Reception	CCTV Physics to Tennis Courts

The College's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the College believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

1. Objectives of the System

1.1 To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.

1.2 To protect the College buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.

1.3 To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.

1.4 To monitor the security and integrity of the College site and deliveries and arrivals.

1.5 To monitor and uphold discipline among pupils in line with the School Rules, which are available to parents and pupils on request.

2. Positioning

2.1 Locations have been selected, both inside and out, that the College reasonably believes require monitoring to address the stated objectives.

2.2 Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the College as the Data Controller and giving contact details for further information regarding the system.

2.3 No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.

2.4 No images of public spaces will be captured except to a limited extent at site entrances.

3. Maintenance

3.1 The CCTV System will be operational 24 hours a day, every day of the year.

3.2 The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.

3.3 The System will be checked and (to the extent necessary) serviced no less than annually.

4. Supervision of the System

4.1 Staff authorised by the College to conduct routine supervision of the System may include Porters, day or night security, supervisors at the sports centre and relevant staff on duty. However, authorised staff must not view images to monitor normal working routines of pupils and staff.

4.2 Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

5. Storage of Data

5.1 The day-to-day management of images will be the responsibility of the IT Director who will act as the System Manager, or such suitable person as the System Manager shall appoint in his or her absence.

5.2 Images will be stored for 30 days, and automatically over-written unless the College considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.

5.3 Where such data is retained, it will be retained in accordance with the Act and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.

6. Access to Images

6.1 Access to stored CCTV images will only be given to authorised persons, as directed by DHP/SDH and in conjunction with the Systems Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access). Access to CCTV will be restricted to relevant cameras and staff will only have access to cameras in line with their remit and only where necessary under 1.1 - 1.5.

6.2 Individuals also have the right to access personal data the College holds on them (please see the College's Privacy Notice and Data Protection Policy), including information held on the System, if it has been kept. The College will require specific details including at least the time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.

6.3 The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:

6.3.1 Where required to do so by the Head, or his designated deputy (DHP/SDH), the Police or some relevant statutory authority;

6.3.2 To make a report regarding suspected criminal behaviour;

6.3.3 To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;

6.3.4 To assist the College in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the school's management of a particular incident;

6.3.5 To data subjects (or their legal representatives) pursuant to an access request under the Act and on the basis set out in 6.2 above;

6.3.6 To the College's insurance company where required in order to pursue a claim for damage done to insured property; or

6.3.7 In any other circumstances required under law or regulation.

6.4 Where images are disclosed under 6.3 above a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

6.5 Where images are provided to third parties under 6.3 above, wherever practicable steps will be taken to obscure images of non-relevant individuals.

7. Other CCTV systems

7.1 The College does not own or manage third party CCTV systems, but may be provided by third parties with images of incidents where this in line with the objectives of the College's own CCTV policy and/or its College Rules.

7.2 Many pupils travel to College on coaches provided by third party contractors and a number of these coaches are equipped with CCTV systems. The College may use these in establishing facts in cases of unacceptable pupil behaviour, in which case the parents/guardian will be informed as part of the school's management of a particular incident.

8. Complaints and queries

8.1 Any complaints or queries in relation to the College's CCTV system, or its use of CCTV, or requests for copies, should be referred to Deputy Head Pastoral.

For any other queries concerning the use of your personal data by the College, please see the College's applicable Privacy Notice.

CCTV FOOTAGE ACCESS REQUEST

The following information is required before the College can provide copies of or access to CCTV footage from which a person believes they may be identified.

Please note that CCTV footage may contain the information of others that needs to be protected, and that the College typically deletes CCTV recordings after a 30 day period.

Name and address: (proof of ID may be required)	
Description of footage (including a description of yourself, clothing, activity etc.)	
Location of camera	
Date of footage sought	
Approximate time (give a range if necessary)	

Signature*……

Print Name……. Date ……..

*** NB if requesting CCTV footage of a child under 12 / 13 / of preparatory College age, according to College policy, a person with parental responsibility should sign this form. For children over that age, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.**

Authorised by	The Head
Date	September 2025

Reviewed by	DHP
Date	September 2025

Effective date of the policy	September 2025