

## CLOSED CIRCUIT TELEVISION CAMERAS PROCEDURE

This policy adheres to and should be applied with due consideration to the College's commitment to the Framework for Ethical Leadership in Education.

This policy has been reviewed in line with the Sustainable Development Goals.

### Mission Statement

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

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Author	Director of Finance and Operations/Data Protection Officer
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Review interval	1 year
Previous Review Date	June 2024
Policy to be reviewed by or before	September 2026

Notre Dame College uses closed circuit television (CCTV) images to provide a safe and secure environment for students, staff and visitors, and to protect College property.

This document sets out the accepted use and management of the CCTV equipment and images to ensure the College complies with the Data Protection Act 1998, Human Rights Act 1998, General Data Protection Regulations Act 2018 (GDPR) and other legislation.

**Aims/Objectives:**

- Protecting the health and safety of employees, students and visitors on the College site
- Monitoring the security of the site and property thereon
- The prevention, investigation and detection of disciplinary offences
- The identification and disciplining of individuals who breach College policies
- Assisting in the traffic management of the sites and the monitoring of traffic movements and parking.

**Responsibilities:**

The Governors of the College will be legally responsible for the scheme.

The Principal will take overall responsibility for the system and its use.

The Site Manager / IT department will be responsible for:

- Installing the system
- Day to day maintenance of the system
- Ensuring the quality of the images is good and that the date/time reference is correct
- Changing, dating and labelling media
- Storing media securely for 30days
- Wiping all media clean before re-use.
- Screens will be sited out of the view of the general public.

**Arrangements:**

- Cameras will be situated to overlook the main entrances, car parks, reception, student communal / circulation areas, sports hall, staircases and St Marks Avenue.
- Cameras will not be situated in toilets or changing rooms to protect privacy.
- The audio system will be switched off during the working day and will not be used to record private conversations.
- "CCTV in operation" signs will be clearly displayed all around the college.
- The Estates team and IT team can access footage, requests from other departments can be made to view footage if necessary. Main Reception will have access to the cameras at the Car Park barrier for visitor access and security.
- The Principal will be responsible for the decision whether to release video footage to a third party. The decision will be made in accordance with the guidelines in the Data Protection Act 2018& UK GDPR.
- Data must be used and kept only to fulfil its original purpose. For instance, if the purpose of holding data is to identify individuals engaged in criminal activity, the footage may be made available to the police.
- CCTV recordings are stored securely and encrypted wherever possible.

- Individuals have the right to request a copy of any CCTV footage in which they are in focus and/or clearly identifiable. If the request is valid and permissible, the College will supply the individual with that footage within 30 days of the validation.

### **Legislation**

Data Protection Act 1998

Human Rights Act 1998

The Health and Safety at Work Act 1974

The Regulation of Investigatory Powers Act 2000

The Private Security Industry Act 2001Health and Safety at Work etc. Act 1974

UK Data Protection Act 2018

EU General Data Protection Regulation 2018 (GDPR)