



SENTRE CCTV POLICY

Abstract

This policy details the purpose, processes and procedures of using CCTV at SENTre to keep everyone safe.

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CCTV Policy

Introduction

This policy explains how SENtre uses Closed-Circuit Television (CCTV) within its non-school, Alternative Provision-style setting to support safeguarding, behaviour management, health and safety, and site security, while complying with data protection legislation.

1. Purpose of CCTV

CCTV is used to:

- support safeguarding and child protection procedures
- promote the safety of children, staff, and visitors
- support the investigation of serious behavioural incidents
- protect premises and property
- assist in the prevention and detection of crime

CCTV is not used for routine or continuous monitoring of staff performance or children's behaviour.

2. Legal Basis

CCTV is operated in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Human Rights Act 1998. The lawful basis for processing CCTV data is legitimate interests and, where applicable, safeguarding and public task responsibilities.

3. Operation of CCTV

Cameras are positioned to minimise intrusion and are not installed in private areas such as toilets or changing spaces. Clear signage is displayed to inform individuals that CCTV is in operation.

4. Data Collected

CCTV captures visual images only. Audio recording is also used. Images may constitute personal data where individuals can be identified.

5. Retention and Erasure

CCTV footage is retained for up to 30 days and then automatically overwritten, unless required for a safeguarding concern, behavioural investigation, or legal matter. Extended retention is recorded and reviewed regularly. Footage is securely erased when no longer required.

6. Access and Disclosure

Access to CCTV footage is restricted to authorised senior staff. Access and disclosures are logged. Footage may be disclosed where there is a lawful basis, including safeguarding or crime prevention.

7. Requests from Law Enforcement

Requests from police or law enforcement agencies must be made in writing. Footage is disclosed only where there is a clear legal basis and is documented appropriately.

8. Subject Access Requests (SARs)

Individuals may request access to CCTV footage relating to them by submitting a Subject Access Request. Requests are responded to within one calendar month, subject to identity verification. Footage may be redacted to protect third-party privacy.

9. Alignment with Safeguarding and Behaviour Policies

Use of CCTV supports and does not replace SENtre's Safeguarding and Child Protection Policy and Behaviour Management Policy. CCTV may be used as part of safeguarding reviews or serious behaviour incident investigations but is never the sole source of evidence.

10. Complaints

Concerns regarding CCTV use should be raised through SENtre's Complaints Policy. Individuals may also raise concerns with the Information Commissioner's Office (ICO).

11. Review

This policy is reviewed annually or sooner if there are changes to legislation or operational use.

Appendix A: CCTV Subject Access Request Form

Name of requester: _____

Relationship to SENtre (parent/carer/staff/other): _____

Contact details: _____

Date and time of incident/footage requested: _____

Location of CCTV camera (if known): _____

Description of incident or footage requested: _____

Proof of identity provided: Yes No

Declaration:

I confirm that the information provided is accurate and that I understand footage may be redacted to protect the privacy of others.

Signature: _____ Date: _____

Adopted by: SENtre Leadership

Date: _____

Review date: _____