



The Stable School CCTV Policy

The Stable School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: Melrose Education Limited

The Stable School Senior Leadership Team have overall responsibility for this policy.

This policy can be made available in larger print or more accessible format if required.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
October 2021	October 2023		1	
		June 2023	2	June 2025



The purpose of this policy is to outline the safeguards in place regarding the operation of and access to the CCTV systems, and the resultant images at The Stable School (known as “the Company” thereafter).

The scope of this policy applies to all staff involved in the operations of the Company CCTV systems.

The CCTV system is operated outside the Company premises for the safety, security and wellbeing of our staff, students, visitors to the site, suppliers, buildings, crime prevention, data information located or stored on the premises, and assets and in accordance with the General Data Protection Regulations 2018 (GDPR 2018).

The CCTV system may be used to investigate security incidents to secure evidence, should such incidents occur. The CCTV system may be used to support evidence in the event of a disciplinary or grievance situation.

All equipment is tested and monitored in a planned and coordinated manner.

The CCTV system is a conventional static system. It records digital images, any movement detected by the camera in the area under surveillance, together with time, date and location.

All cameras operate 24 hours a day and 7 days a week.

The image quality in most cases allows identification of those in the camera(s) area of coverage.

The cameras are all fixed and thus, they cannot be used by operators to zoom in on a target or follow individuals around.

The Company does not use high-tech or intelligent video-surveillance technology, does not interconnect our systems with other systems, and does not use covert surveillance, sound or talking CCTV.

The CCTV cameras are sited in such a way that they only monitor those areas intended to be covered by the equipment. And cannot be manipulated to overlook areas not intended to be covered.

Legible CCTV “recording in use” signs are displayed in a prominent place where they are clearly seen by staff and visitors to our site. The signs contain the following information:

- The Stable School is responsible for the surveillance.
- Purpose of the surveillance.
- Contact details.

The images produced by the equipment are as clear as possible in order that they are effective for the purpose/s for which they are intended.

The equipment and recording media are maintained on a regular basis to ensure the quality of the images is upheld.

Images will not be retained for longer than is considered necessary for the purpose for which they are processed. Therefore, unless the images are required for evidential purposes in legal proceedings, they will not be retained beyond a maximum of 31 days.



To protect the security of the CCTV system, several measures have been put in place, these are:

- All outsourced, those maintaining the equipment and staff involved with the management of the system are governed by our non-disclosure and confidentiality procedures.
- Access rights to users are granted only to those where it is strictly necessary for them to carry out their works.

Access to, and disclosure of images to third parties are controlled and documented. This is to ensure that the rights of the individual are maintained, and that the chain of evidence remains intact should the images be required for evidential purposes. Access to these images will normally be through the following:

- Court order for Discovery.
- Police and other enforcement bodies.
- Access to personal information in accordance with the GDPR Employee Privacy Notice in the Employee Handbook.
- The personal responsible for GDPR is Phil Saint, Head of Policy & Monitoring.

Only in special circumstances will images be disclosed to those carrying out a formal internal investigation, were it can reasonably be expected that the disclosure of the images may help the investigation or prosecution of a sufficiently serious disciplinary offence or a criminal offence.

Under legislation, an individual has the right to view any personal information held about them. All requests should be made in writing as a GDPR request to the Head of Policy & Monitoring and the following information should be logged where access is provided:

- The reason for disclosure.
- The details of the image disclosed, the date, the time and location of the image.
- Record who was present when the images were disclosed.

Requests will not be complied with where there are insufficient details supplied relating to the date and time of the recording. Correspondence will be sent to the requester informing them of this.

If the requester wishes to view the images on site, as opposed to a copy being sent, the viewing should take place in closed office with only the relevant individuals present.