



ELTHAM COLLEGE  
FAMILY OF SCHOOLS

## **CCTV Policy Statement**

### **For the Eltham College Family of Schools**

**Last reviewed: July 2025**



## Version Control Information

Reason For Amendment	Name	Date	Main Changes
New policy for Family of Schools	Bursar	July 2025	New policy statement applying to the Family of Schools



## **1. Purpose**

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Eltham College (Senior and Junior Schools) and Blackheath Prep. It also serves as a notice and a guide to data subjects (including students, parents, staff, volunteers, contractors, 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 School, which acts as the Data Controller.

## **2. Our Commitment**

The Eltham College Family of Schools, including Eltham College (Senior and Junior Schools) and Blackheath Prep, uses CCTV to help protect pupils, staff, visitors, and property. CCTV supports our commitment to maintaining a safe, secure, and respectful environment across all school sites, while upholding the rights and privacy of all individuals.

## **3. Why We Use CCTV**

CCTV is used to:

- Ensure the safety of pupils, staff, and visitors
- Deter and detect crime, vandalism, and antisocial behaviour
- Monitor the security and integrity of the School site
- Protect school buildings, vehicles, and personal property
- Support investigations into disciplinary, safeguarding, or security matters concerning students, staff or others

## **4. Where Cameras Are Located**

CCTV cameras are positioned in locations where the school has identified a legitimate need for monitoring, including:

- Entrances and exits
- Car parks and pedestrian walkways
- Corridors and communal areas
- Specific facilities such as IT rooms and sports centres
- Outdoor spaces such as playgrounds and playing fields
- Parent pick-up and drop-off zones

CCTV is never installed inside toilets or changing rooms, or other areas in which individuals would have a heightened expectation of privacy. However, cameras may be located near the entrances to these areas to support safeguarding and site safety.



All school-operated cameras are clearly visible and installed in open, public areas. If you see a visible camera on site, it is likely part of the authorised school system and subject to this privacy statement. Adequate signage has been placed on entrances to the school sites to inform staff, students and visitors that they are entering a monitored area.

## 5. How We Manage CCTV Footage

- CCTV operates continuously across school sites.
- Footage is securely stored and automatically deleted after 28 days unless retained for an investigation.
- Access to footage is strictly limited to authorised personnel and only permitted for specific, approved purposes.

CCTV footage is not used for marketing, profiling, or automated decision-making.

Individuals can request access to footage of themselves by submitting a **Subject Access Request (SAR)** to the Bursar. The request must include the date, time, location and a description of the person to enable the School to properly respond to any such requests. Identification may also be required. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable. Footage showing other individuals may be redacted.

## 6. Other CCTV systems

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

Students may travel to School on coaches provided by third party contractors or public service vehicles and a number of these vehicles are equipped with CCTV systems. The School may use these in establishing facts in cases of unacceptable student behaviour.

## 7. Legal Compliance

The CCTV system is operated in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- ICO Video Surveillance Guidance (2023) <https://ico.org.uk/for-organisations/guide-to-data-protection/key-dp-themes/surveillance/>

Our use of CCTV also supports our safeguarding responsibilities in line with national guidance. For more on how we handle personal data, please refer to the School's Privacy Notice and Staff Privacy Notice.



## **8. Who to Contact**

If you have questions or wish to request access to footage, please contact: [bursar@eltham-college.org.uk](mailto:bursar@eltham-college.org.uk)