

Freedom of Information Policy

DOCUMENT INFORMATION – FRONT SHEET

Please note - this policy cannot be changed and will be published on the Trust website with a link published on the School Website. Physically printed copies of this policy may be out of date. For the most up to date policy please go to the Trust website [here](#)

POLICY DETAILS

POLICY OWNER/AUTHOR	NEW POLICY	CURRENT POLICY - REDRAFT/AMENDMENTS	
TRUST OPERATIONS MANAGER / TRUST IT MAMAGER	NO	ANNUAL REVIEW AS ADVISED BY DPO	<i>If Yes please provide brief details of changes below in the version history section and highlight changes in yellow.</i>

VERSION HISTORY

VERSION NO & DATE	CCTV POLICY 2025/26				
VERSION DETAIL & CHANGES	2025/26 MINOR AMENDMENTS AS ADVISED BY DATA PROTECTION OFFICER TO UPDATE AGAINST LEGISLATION				
PREVIOUS REVIEW DATE		NEXT REVIEW	DECEMBER 2026	REVIEW CYCLE	1 YEAR

APPROVAL INFORMATION

DATE APPROVED/REVIEWED		APPROVED BY	TRUSTEES
UNION CONSULTATION REQUIRED	No	IF YES, PLEASE STATE DATE OF CONSULTATION	

Reviewed / Approved by - Trustees	Responsible Officers – Head of Trust IT / Trust Operations Manager
Last Reviewed	November 2025
Next Review	December 2026

CCTV policy

LiFE Multi Academy Trust uses closed-circuit television (CCTV) in order to protect the safety of students, staff, parents/carers and visitors.

This policy outlines how the Trust schools and academies uses CCTV in line with the principles set out within the Surveillance Camera Code of Practice 2021. All personal data obtained is stored in accordance with UK General Data Protection Regulations (UKGDPR) and Data Protection Act 2018.

Purpose

The CCTV recordings may be used for:

- prevention and detection of crimes, in the school/academy and on the premises
- student behaviour management, discipline and exclusions
- staff disciplinary and associated processes and appeals
- maintaining a safe environment for the whole school/academy community

CCTV system operation

The CCTV systems will be operational 24 hours a day, 365 days a year.

The Data Controller is registered with the Information Commissioner's Office.

The systems do not record audio.

All recordings will have date and time stamps.

Location of cameras

The cameras are located in places that require monitoring in order to achieve the purpose of the CCTV system.

Appropriate signs are displayed around the school/academy premises within prominent locations that clearly identifies that CCTV recording is in operation.

Where CCTV is in use, signs are located at the entrance gate, building entrance and inside reception.

General access to CCTV footage

It will not be common practice to release CCTV footage unless satisfactory evidence for legal proceedings or a secure legal basis can be provided. This is authorised within Section 115, Crime and Disorder Act 1998.

In appropriate circumstances, the school/academy may allow authorised personnel to view footage where the above purposes are considered.

The school/academy will maintain a record of all disclosures.

All requests for access should be made in writing to the system manager which is the Headteacher at the relevant school / academy and be specific to a date and time frame.

Any disclosure will be done in line with UK GDPR and Data Protection.

The school/academy cannot guarantee disclosure of footage when made under a Subject Access Request due to:

- lack of technical resources available in order to blur or redact the footage
- the release of footage would prejudice an ongoing investigation
- other identifiable individuals have not consented

Authorised CCTV system operators

The school/academy has limited staff members, who are fully trained and understand the importance of confidentiality, authorised to access and operate the CCTV system.

The authorised personnel within school/academy are:

- Headteacher – system manager
- IT Team when acting on behalf of the Headteacher
- Site/premises manager
- Senior Leadership Personnel
- Pastoral/Behaviour Teams
- Other staff only when authorised by the Headteacher for the purposes defined in this policy

Storage of footage

Footage will be retained for no longer than necessary to achieve the purposes of the system.

The retention period will be 30 days, or the maximum duration supported by the CCTV system hardware if the capability of a system does not allow 30 days. At the end of the retention period, the files will be overwritten by new footage.

On occasion footage may be retained for longer than 30 days. For example, where a law enforcement body is investigating a crime.

Recordings will be downloaded and encrypted, so that the data will be secure, and its integrity maintained, to ensure it can be used as evidence if required.

All recordings must be logged and traceable throughout their life within the system.

CCTV system security

A full Data Privacy Impact Assessment will be completed upon deployment, replacements, development or upgrading of the CCTV system. This is in line with the UK GDPR principle, Privacy by Design, and ensures the aim of the system is reasonable, necessary and proportionate.

The systems will be made secure by the following safeguards:

- the system managers will be responsible for overseeing the security of the footage and recorded images, maintenance and training of authorised personnel
- the systems will be checked for faults each term
- the footage will be stored securely and encrypted when exported from a system
- the software updates will be installed as soon as is reasonably possible
- the recorded footage will be password protected
- the equipment will be located in a secured lockable enclosure accessible only to authorised personnel
- adequate cyber security measures will be in place to protect footage from cyber-attacks
- a register of authorised staff is maintained, reviewed and updated when necessary

Covert recording

A school/academy will only 'covert record' when the following criteria are met:

- an assessment concluded that if we had to inform individuals that recording was taking place it would prejudice our objective
- there is reasonable cause to suspect specific criminal activity or actions that could result in a serious breach of staff or volunteer behaviour expectations is taking place
- covert processing is carried out for limited and reasonable period of time and related to specific suspected criminal activity
- if the situation arises where the school/academy adopts 'covert recording', there will be a clear documented procedure which sets out how the decision to record covertly was reached, by whom and the risk of intrusion on individuals

Complaints

Any complaints should be made in writing to the system manager (Headteacher) at the relevant school / academy: [LiFE MULTI-ACADEMY TRUST](#)

Review and monitoring

Appropriate changes will be made accordingly in line with changes to legislation.

The Headteachers will communicate changes to all authorised staff members.

Scheduled review date is November 2026.