



Core Creative Education CIC

CCE021 CCTV Policy & Procedure

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1.0 Introduction

1.1 Why CCTV is needed at CoRE

The primary objective of installing CCTV at Core Creative Educations site at Limemead Farm, is to offer more rigorous security to the recently improved facilities and resources. This includes the barn and the cabin, and their respective contents. The presence of CCTV will act as a deterrent to those who consider trespassing and theft of resources from Limemead Farm. If necessary, the CCTV footage could be used to review acts of vandalism, theft or altercations involving staff and/or students and members of the public. All reviews will be conducted by the nominated data controller on a case-by-case basis, in line with CoRE's Data Protection Policy.

The use of CCTV is proportionate, necessary and designed to support the safeguarding of children and young people whilst balancing individuals' rights to privacy. CCTV is not intended to replace appropriate staff supervision.

2.0 Legislation

2.1 GDPR and Data Protection Act 2018

For further information regarding how CoRE operates under GDPR and the Data Protection Act 2018 please refer to the specific Data Protection Policy. Data recorded by the CCTV cameras will be securely stored on a password protected device, only accessed by the nominated controller, and stored for a maximum of 1 month (30 days).

The lawful basis for processing CCTV images is CoRE's legitimate interests in protecting the safety of students, staff, visitors, property and resources, together with compliance with legal obligations where applicable.

2.2 Human Rights Act 1998

The use of CCTV will be announced to staff, students, parents and taxi drivers who frequent the site so that all are aware. The CCTV footage will not be used in any way that contravenes staff or students' privacy, CCTV will not be used in prohibited spaces such as the bathroom. Any students or staff who feel their privacy is being violated will be invited to speak to Rachelle Green and Alasdair Green, read the Data Protection Policy and the CCTV policy to ensure they understand the role of CCTV on site.

3.0 CCTV Coverage

3.1 Location of cameras and signage

3.1.1 Entrance/Exit Gate

The camera is located on the telegraph pole next to the engine shed. As the entrance/exit gate is a high traffic area for vehicles, students and staff it is important that the area is monitored. CCTV at the front gate will act as a deterrent to members of the public who may trespass on the site. There is a sign, clearly displayed on the front gate so that all who approach the property are aware that there is CCTV on site.

3.1.2 Barn

The camera is located in the top right hand corner of the barn. The barn contains a lot of valuable resources, and as it is open sided, could easily be susceptible to theft from trespassers on the site. To deter people accessing and stealing CoRE's essential resources, the CCTV in this location is necessary. There is a sign on the wall under the camera.

3.1.3 Cabin



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The camera is located on the left hand corner of the front of the cabin overlooking the vegetable patch. The camera overlooks the path alongside the cabin, covering the area where the patio doors off the central cabin room are located. The cabin contains a wide range of resources essential to CoRE's student provision. To deter people accessing and stealing CoRE's essential resources, the CCTV in this location is necessary. There is a sign on the wall under the camera.

3.1.4 Audio and Video

~~The CCTV will record video footage.~~ *The CCTV system records video images only and does not record audio.*

GDPR and Use of Data Statement

3.2 How CoRE intends to use the data

Data collected through video footage will only be used should it be requested by a member of staff through a data request (see 6.0 Data Requests), authorities such as the Police, and only accessed by the Nominated Data Controller (see 5.0 Data Controller and DPIA).

CCTV footage will only be shared with third parties where there is a lawful basis to do so, for example with the Police, insurers, regulatory bodies, or in response to a valid Subject Access Request, and only where appropriate under UK GDPR and the Data Protection Act 2018.

3.3 Data storage

Data is stored via the CCTV receiver in the office, the CCTV feed and stored data can be accessed through the mobile phone app 'DMSS', this is only accessible by the nominated data controller. Data is stored for a maximum of 1 month (30 days). *Footage required for the investigation of safeguarding incidents, criminal offences, insurance claims or legal proceedings may be retained for longer where lawful and necessary.*

4.0 Data Controller and DPIA

4.1 Access to data collected by the CCTV will only be accessed by the nominated data controller

4.1.1 Nominated Data Controller

The nominated data controller for Core Creative Education is Alasdair Green

4.1.2 Remit of Data Controller

To ensure the integrity of security measures and GDPR relating to storage and use of CCTV data. To action data requests within one month of receiving them.

4.2 Data Protection Impact Assessment

See separate document.

5.0 Data Requests

5.1 Who can make a data request?

Anybody who has been recorded by the CCTV has the right to see the footage, in which they are identifiable. Under the 2018 Data Protection Act (GDPR), they are permitted to do this by submitting a subject access request for the relevant personal data. The data controller must respond within one calendar month and provide access to the footage.



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5.2 Data request procedure

To complete a subject access request, please refer to the Information Commissioners Office (ICO) guidance by using the link: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/#b>

Signed: *A Green* (Education manager)

Name: Alasdair Green

Date: 5/7/26

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.