CCTV Policy

Lancing College, Lancing College Preparatory Schools & Little Lancing Day Nursery and Forest School

Lancing College

1 Purpose

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Lancing College, Little Lancing Day Nursery and Forest School and its prep schools at Hove and Worthing (the School). It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, 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, who act as the Data Controller. This policy will be subject to review, and should be read with reference to the School's Privacy Notice, which is available on our website. For further guidance, please review the Information Commissioner's CCTV Code of Practice.

2 Policy

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds.

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

3 Objectives of the System

3.1 To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.

3.2 To protect the School buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.

3.3 To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.

3.4 To monitor the security and integrity of the School site and deliveries and arrivals.

3.5 To review formal reports around staff and contractors when carrying out work duties.

3.6 To monitor and uphold discipline among pupils in line with the School Rules, which are available to parents and pupils on request.

4 Positioning

4.1 Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives. Most of the School’s CCTV cameras are outward facing for security purposes i.e. aimed towards our boundaries. There is also CCTV in our Reception area at the Senior School.

4.2 Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the School as the Data Controller and giving contact details for further information regarding the system.

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4.3 No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.

4.4 No images of non-College Land will be captured except to a limited extent at site entrances.

4.5 **Cameras may be placed in other areas, including public areas on the School's land, if there is a specific concern, and such placement will be agreed in advance by the Bursar, the Security Manager and the Head Master**.

5 Maintenance

5.1 The CCTV System will be operational 24 hours a day, every day of the year.

5.2 The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.

5.3 The System will be checked and (to the extent necessary) serviced no less than annually.

6 Supervision of the System

6.1 Access to the System is currently limited to the Bursar, the Estates Bursar, the Premises Manager, the Security Manager, Security, and the Director of IT.

6.2 Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

7 Storage of Data

7.1 The day-to-day management of images will be the responsibility of the Director of IT who will act as the System Manager, or such suitable person as the System Manager shall appoint in his or her absence.

7.2 Images will be stored for around 28 days, and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.

7.3 Where such data is retained, it will be retained in accordance with the Act and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.

8 Access to Images

8.1 Access to stored CCTV images will only be given to authorised persons, under the supervision of the Bursar, Security Manager or System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).

8.2 Individuals also have the right to access personal data the School holds on them (please see our publicly available Privacy Notice), including information held on the System, if it has been kept. The School will require specific details including at least to time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.

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8.3 The Bursar, Security Manager or System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:

8.3.1 Where required to do so by the Head, the Bursar, the Security Manager, the Police or some relevant statutory authority;

8.3.2 To make a report regarding suspected criminal behaviour;

8.3.3 To enable the Designated Safeguarding Lead or his/her appointed deputies to examine behaviour which may give rise to any reasonable safeguarding concern;

8.3.4 To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;

8.3.5 To data subjects (or their legal representatives) pursuant to an access request under the Act and on the basis set out in 8.2 above;

8.3.6 To the School's insurance company where required in order to pursue a claim for damage done to insured property; or

8.3.7 In any other circumstances required under law or regulation

8.4 Where images are disclosed under 6.3 above a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

9 Other CCTV Systems

9.1 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.

9.2 Many pupils travel to School on coaches provided by third party contractors and a number of these coaches are equipped with CCTV systems. The School may use these in establishing facts in cases of unacceptable pupil behaviour, in which case the parents/guardian will be informed as part of the School's management of a particular incident.

10 Complaints and Queries

10.1 Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to the Bursar.

Author:	Mark Milling, Bursar Joe Seymour, Security Manager	May 2026
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