

TUESDAY'S LIVE TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Review who can access Footage

Why?

Protect Personal Data

- Restrict access to authorised individuals.
- Keep access appropriate to roles and responsibilities.

Manage Footage Properly

- Understand retention periods.
- Have a process for requests to view or disclose recordings.

Benefit

CCTV footage is personal data and can contain sensitive information about pupils, staff, parents and visitors. Access should therefore be controlled rather than available simply because someone has technical access to the system. Clear responsibilities for viewing, exporting and sharing footage help prevent inappropriate disclosure and provide a stronger audit trail. Schools should also understand how long footage is retained and ensure recordings are not kept indefinitely simply because the system allows it.

Useful Resources

- ICO – Video Surveillance
- DfE – Data Protection in Schools