



Carlisle Dance Academy – CCTV Policy

1. Purpose of CCTV

Carlisle Dance Academy, on Lorne Crescent Denton Holme, has CCTV cameras inside and around its premises for the following purposes -

- Prevention and detection of crime
- Safeguarding of children, staff, and visitors
- Monitoring the safety and security of the premises
- Ensuring health and safety compliance

2. CCTV Coverage, operation & placement

- CCTV cameras are located in the **main reception** and **outside the building** (e.g. car park and entrance areas).
- The cameras operate **24 hours a day, 7 days a week**.
- Some cameras are **capable of recording audio**.
- Certain areas may remain unmonitored due to camera angles; this is not intentional.
- Cameras are **not installed in changing rooms, toilets, or other sensitive/private areas**.
- Signage has been clearly displayed **outside the premises** to inform individuals that CCTV is in operation.

3. Data Storage and Security

- CCTV footage is stored on a **secure hard drive**, which is connected to the main CCTV monitor screen. Locked in a secure locked room.
- All footage is stored for a maximum of **30 days**, in line with UK government guidelines, unless required for investigative or legal purposes.
- Only the **Laura Irwin**, has access to the footage.

4. Access to Footage

- Access to footage will **not be granted** to staff, parents, visitors, or members of the public under normal circumstances or on request.
- If a specific incident is reported, **Laura Irwin will review the footage** internally.
- Footage may be shared with third parties such as the **police or insurance companies** where legally required (e.g. crime investigation, insurance claims).

5. Rights of Individuals

Under the **UK GDPR**, individuals have the right to request access to personal data held about them, including CCTV images. However:

- Carlisle Dance Academy reserves the right to **refuse access** where disclosure would compromise the privacy of others or ongoing investigations.
- Requests must be made in writing to **Laura Irwin**, who will assess them in line with data protection legislation.

6. Data Protection Compliance

This CCTV system and policy are operated in accordance with:

- The **Data Protection Act 2018**
- The **UK General Data Protection Regulation (UK GDPR)**
- The **Surveillance Camera Code of Practice** issued under the Protection of Freedoms Act 2012

The system is in place to meet the **legitimate interests** of Carlisle Dance Academy, while respecting the **privacy rights** of individuals.

7. Review of Policy

This policy will be reviewed **as and when required**, especially in response to changes in the law, technology, or operational needs.

8. Contact Information

For any questions regarding this policy or the operation of the CCTV system, please contact:

Laura Irwin

Owner

Carlisle Dance Academy

carlisedanceacademy@hotmail.com

Effective Date: April 2025

Review Date: As and when required

Responsible Person: Laura Irwin, Owner