

Gateway Academy CCTV Privacy Notice

Last updated: October 2026

Gateway Academy uses security cameras (CCTV) at and around the school to help keep pupils, staff and visitors safe, to support safeguarding and incident investigations, and to protect the site and property. This notice explains what is recorded, how it is used and your rights.

1. Who is responsible for the information?

Gateway Academy is the data controller for the footage. Before publication, insert the full legal name of the Academy trust, the Academy postal address and a general contact email/telephone: [TO CONFIRM]. Our Data Protection Officer is Claire Mehegan, claire.mehegan@london.anglican.org.

2. Why we use CCTV and the legal basis

We use CCTV where necessary and proportionate for safeguarding and site safety, controlling access, preventing and investigating damage or criminal incidents, managing emergencies and investigating serious incidents. Our anticipated main lawful basis is Article 6(1)(e) UK GDPR: performing a task in the public interest or exercising official authority. The Academy records the legal authority and necessity for each purpose in its internal data protection records. We do not rely on consent for routine CCTV. We will only use another lawful basis where properly assessed and documented.

3. What CCTV records and where

The cameras record video images of identifiable people, their movements, the place and date/time of events and, where visible, vehicles. They operate in selected internal and external areas. There are multiple cameras; some are external which may incidentally capture nearby pavements or roads; their views are limited and privacy-masked where appropriate. Cameras are not normally used in classrooms or private offices and are not placed in toilets or changing facilities. CCTV is not intended to record conversations or use facial recognition. Audio and facial-recognition functions must be disabled; verify actual settings before publication.

4. How we let people know

CCTV notices are displayed at relevant entrances and monitoring areas. This full notice is available on our website and can be requested from the school in an accessible format. Pupils can ask a trusted member of school staff to explain it.

5. Who can view the recordings?

Only appropriately trained and authorised people can access CCTV when they need it for their work. Access may include designated senior leaders, specifically approved site/reception personnel for live-only security monitoring, and technical support staff only.

where necessary. Historical viewing and copying are more restricted. The exact access groups will be confirmed against the CCTV permissions register before this notice is published. Access and disclosures are recorded.

6. How long recordings are kept

Normal recordings are intended to be kept for 30 days and then overwritten or securely deleted; the actual system period must be confirmed before this notice is published. We may keep relevant extracts for longer where necessary for a safeguarding concern, police investigation, serious incident, complaint, insurance claim or legal proceedings. These extracts are securely stored, reviewed and deleted when no longer needed.

7. When we may share footage

When necessary and lawful, we may share relevant and limited footage with police, children's social care and other safeguarding bodies, courts, legal advisers, insurers, or people legally entitled to receive their own information. Our contracted CCTV/IT support providers may process recordings on our behalf where appropriate safeguards are in place. We do not release footage for marketing or ordinary public viewing. Disclosures are assessed and logged.

8. Keeping information safe and international transfers

Recordings are protected with physical and electronic security controls and restricted permissions. The Academy will confirm the supplier's storage and remote-support arrangements before publication. If footage is transferred outside the UK, it will occur only where a lawful transfer mechanism and appropriate safeguards apply; the Academy will provide details on request.

9. Your rights and requests

You may have the right to access CCTV images of you, request restriction or erasure in appropriate circumstances, or object to processing based on public task. Rights are subject to the law and the rights of others. Please contact the school or the DPO and, if possible, tell us the approximate date, time and location so we can find the recording. We may need to check identity or authority to act for a child. We normally respond within one calendar month; the law allows some extensions or a pause where necessary clarification is required. We may obscure other people in recordings or apply a lawful exemption. A pupil's rights belong to the pupil; requests made on their behalf are considered with regard to their understanding and best interests.

10. Automated decisions and sensitive information

We do not use routine CCTV to make decisions about people entirely by automated means or to identify people using facial recognition. CCTV images are not normally collected to obtain health, ethnicity or other sensitive information. If a specific use entails processing special category or criminal-offence information, additional legal conditions and safeguards will be considered.

11. Questions and complaints

Please contact the school or the DPO if you have questions or believe we have handled CCTV information unfairly. You can complain verbally or in writing. The Academy will acknowledge a data protection complaint within 30 days, take steps to investigate without undue delay, and update you on progress and the outcome. You can also raise a concern with the Information Commissioner's Office (ICO): www.ico.org.uk/make-a-complaint/ or telephone 0303 123 1113. The ICO generally expects you to raise the concern with the Academy first.

12. Review and further information

This notice is reviewed at least once a year and whenever CCTV use, technology, the law or recipients materially change. For details of our broader privacy arrangements, see Gateway Academy's Data Protection Policy and other privacy notices.