

CCTV Policy



The Spark Group

Introduction

This policy outlines the purpose and use of CCTV systems operated by **The Spark Group** to ensure safety and compliance with legal standards.

Scope

This policy applies to all staff, visitors, and anyone on **The Spark Group** premises.

Purpose

CCTV is used to:

- Ensure the safety and security of staff, learners, and visitors.
- Deter and respond to crime, harassment, or anti-social behavior.
- Assist in health and safety monitoring.
- Support emergency services and gather evidence when needed.

System Details

Cameras are installed in public areas on **The Spark Group** premises, recording activities for up to 30 days unless further investigation requires retention.

For further information on how Ring devices use information collected, here is a link to their online Privacy Notice: [Ring's obligations under GDPR](#).

Access and Disclosure

- CCTV footage is accessed only by authorised staff for operational or investigative purposes.
- Recordings may be shared with the police or legal authorities upon request.
- All access and disclosures are logged to maintain accountability.

Data Protection

CCTV recordings are treated as personal data under UK data protection laws. Individuals can request access to footage involving them by contacting the designated data protection officer.

Retention and Disposal

Footage is retained for 30 days unless linked to an incident requiring further investigation, in which case it may be kept for up to three years. Unneeded footage is securely destroyed.

Complaints

Any complaints about CCTV use can be submitted to **The Spark Group**, where they will be handled promptly and in line with disciplinary or legal procedures.

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