



CCTV POLICY

Date Adopted: July 2026

Next Review: July 2027

Organisation: Grove Studios

Responsible Officer

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Legislative Basis

UK GDPR · Data Protection Act 2018 · ICO CCTV Code of Practice

Purpose

The Grove Studios operates CCTV on its premises for the prevention and detection of crime, the protection of individuals' safety, and the security of the building. CCTV is not used for any other purpose. The use of the system is regularly reviewed to ensure it remains necessary and proportionate.

Legal Basis

The system is operated in compliance with UK GDPR (Articles 6, 9 and 10) and the Data Protection Act 2018. The Grove Studios is registered as a Data Controller with the ICO for the purposes of CCTV processing.

Operation

- Cameras are positioned to avoid unintentional capture of private land or individuals not visiting the premises
- Visible signage is displayed at the entrance indicating that CCTV is in operation, with contact details for the controller
- The system produces clear images that can be disclosed to authorised third parties (e.g. police) where legally required

- Footage is stored securely for a defined retention period with access limited to authorised individuals only
- CCTV footage is not stored on unencrypted portable devices

Your Rights

Individuals may request a copy of footage in which they appear, or request that footage is erased or restricted. All requests are handled in line with UK GDPR and responded to within one month. To make a request contact the responsible officer: Jacqueline Hadlow-Moore, jacqueline@robynacademy.com.

Escalation

If you have concerns about how CCTV footage is being used, you may contact the ICO for independent advice: ico.org.uk | 0303 123 1113