CCTV Policy

BE Arts Holdings Ltd t/a BE Performing Arts

Unit 3, Park House, Hurdsfield Road, Macclesfield, SK10 1LL

Company Number: 15023629

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1. Purpose of This Policy

This policy outlines the purpose, use, and management of Closed-Circuit Television (CCTV) installed at BE Performing Arts, operated by BE Arts Holdings Ltd, to ensure transparency, safeguard individuals, and comply with relevant data protection laws.

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2. Purpose of CCTV Installation

CCTV has been installed at our premises primarily to safeguard children, students, staff, and visitors. It supports our commitment to maintaining a safe and secure studio environment. CCTV may also be used to:

- **Review teaching methods and lesson progress.**
- **Monitor and assess external contractors to ensure works are completed to standard.**
- **Investigate health and safety concerns or complaints, when necessary.**

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3. Operation of the CCTV System

The CCTV system is not actively or regularly monitored. Footage and audio are only reviewed:

- **In response to specific incidents, concerns, or safeguarding matters.**
- **For periodic internal review of teaching practices and staff development.**
- **To verify contractor activities when required.**

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4. Access and Control

Access to recorded and live CCTV footage and audio is strictly limited to the company directors:

- **Sara Tongue**
- **Olivia Clayton**

Live Monitoring:

Kate Riseley has access to a live CCTV feed via a monitor located in the reception area. This access is for immediate awareness and safeguarding purposes only. She does not have access to past footage or audio, or the ability to review, download, or store recordings.

Olivia Clayton and Sara Tongue have 24/7 remote access to the live stream.

No other staff, visitors, or third parties will have access to CCTV footage unless required by law or with the explicit written permission of both owners.

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5. Data Storage and Retention

All footage is stored securely on a local server within the premises. Footage and audio is retained only for as long as necessary to fulfil the purpose it was recorded for and is then permanently deleted in a timely and appropriate manner, in line with data protection regulations.

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6. Legal Compliance

This policy complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Information Commissioner's Office (ICO) guidance on video surveillance.

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7. Review of Policy

This policy will be reviewed annually or following any significant changes to the use of CCTV at the premises.

Effective Date: 8th May 2025