

PROCEDURE

COMDA-P09-1-CCTV-REQUEST TO VIEW- 00

1 INTRODUCTION

- 1.1 Viewings of CCTV can only be viewed by authorised people unless a formal request has been received and agreed
- 1.2 This procedure explains how to make a formal request

2 TASK DESCRIPTION

- 2.1 All requests for non-authorised people to view CCTV footage must be made in writing.
- 2.2 The request will be reviewed by the Data Protection Officer, or a Pastoral Manager.
- 2.3 You will be informed of the conclusion of the review.
- 2.4 If the request is justified:
 - A suitable date/time/place will be arranged for the viewing;
 - The outcome of the viewing/search will be recorded;
 - The actual start/end date/time of the event will be recorded;
 - The start/end date and time of the viewing will be recorded;
 - Any other information relating to the viewing will be recorded.

3 PROCEDURAL DETAILS

- 3.1 Staff: go to Microsoft Form <https://forms.office.com/r/myvXncSpAn>, and complete it if you want to see footage in person. Of preference, ask one of the authorised CCTV staff to view the footage for you.
- 3.2 For parents, or external organisations: please send the link <https://forms.office.com/r/wL3eqKNW7> to the concerned person and get them to complete it.
- 3.3 Records relating to viewings will be stored in U:\Staff Information\Data Protection\CCTV viewings.



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4 PROCEDURE AUTHOR

- 4.1 The author of this procedure is the Data Protection Officer. They should be contacted for any points of clarification or suggested future amendments.

5 VERSION CONTROL

Procedure Number	COMDA-P09-1
Procedure Name	CCTV-Request to view
Version Number	00
Publication Method	Internal A copy must be kept in U:\Staff Information\Policies\Procedures for Policies\COMmunications and DAta Procedures
Approved by	
Date of Approval	
Key changes since previous version	This is a new procedure