



ASAAC (Autism Support Allerdale and Copeland) **CCTV Policy**

Date Approved:

Review Date:

Approved by: Board of Trustees

1. Purpose

Autism Support Allerdale and Copeland (ASAAC) uses Closed-Circuit Television (CCTV) to help provide a safe, secure and welcoming environment for everyone using our facilities.

The aims of the CCTV system are to:

Protect service users, volunteers, staff and visitors.

Help prevent and detect crime, anti-social behaviour and vandalism.

Safeguard ASAAC property and equipment.

Assist with safeguarding investigations where appropriate.
Support the health and safety of everyone attending the centre.

The CCTV system is not used to monitor volunteers or staff performance on a routine basis. Any review of footage will only

take place where there is a legitimate safeguarding, security or operational reason.

2. Scope

This policy applies to:

Trustees
Employees
Volunteers
Service users
Parents and carers
Visitors
Contractors

3. Legal Basis

ASAAC operates its CCTV system in accordance with:

UK GDPR
Data Protection Act 2018
Human Rights Act 1998
Information Commissioner's Office (ICO) guidance on CCTV and video surveillance.

4. Camera Locations

Cameras are positioned:

Main activity areas
External entrances and exits
Sensory Room

Cameras will not be installed in areas where privacy is expected, including:

Toilets
Changing facilities

Private counselling or therapy rooms unless there is a specific safeguarding requirement and appropriate consent or lawful basis.

5. Signage

Clear signs will be displayed at all entrances stating that CCTV is in operation.

The signs will include:

CCTV in operation
Purpose of recording
ASAAC's contact details

6. Access to Footage

Access is strictly limited to authorised individuals:

Chair of Trustees
Designated Safeguarding Lead (DSL)
Deputy DSL

Footage may also be shared with:

Police
Social Care
Other statutory safeguarding agencies
Insurance providers
Legal representatives

where there is a lawful reason to do so.

7. Viewing Recordings

Recordings will only be viewed where necessary to:

Investigate safeguarding concerns.
Investigate criminal activity.
Investigate accidents or incidents.

Respond to insurance claims.
Respond to Subject Access Requests where appropriate.

A record will be kept of:

Date footage viewed
Reason
Person viewing
Outcome

8. Storage and Retention

Recordings are stored securely.

Only authorised persons have access.

Unless required for an ongoing investigation, recordings will normally be retained for:

30 days

after which they will automatically be deleted.

Where footage forms part of an investigation, it may be retained until the investigation and any legal proceedings are complete.

9. Security

ASAAC will ensure that:

Equipment is password protected.
Footage is securely stored.
Access is restricted.
Copies are only made where necessary.
Any exported footage is encrypted where possible.

10. Subject Access Requests

Individuals recorded on CCTV may request copies of footage containing their own image.

Requests should be made in writing to:

Designated Safeguarding Lead
Autism Support Allerdale and Copeland (ASAAC)
16–18 Oxford Street
Workington
Cumbria CA14 2AH

or by email:

office.asaac@gmail.com

Requests will be handled in accordance with UK data protection legislation.

11. Responsibilities

The Trustees are responsible for ensuring:

CCTV is used lawfully.
Equipment is maintained.
Footage remains secure.
This policy is reviewed regularly.

All staff and volunteers must:

Use CCTV appropriately.
Keep recordings confidential.
Report any misuse immediately.

12. Complaints

Anyone wishing to complain about ASAAC's use of CCTV should contact the Designated Safeguarding Lead in the first instance.

If a complaint cannot be resolved, individuals may complain to the Information Commissioner's Office.

13. Policy Review

This policy will be reviewed every two years, or sooner if legislation or operational requirements change.