



CCTV Policy

CCTV Privacy Policy

UK College of English uses Closed Circuit Television (CCTV) and the images produced to prevent or detect crime and to monitor the school building and campus in order to provide a safe and secure environment for students, staff and visitors, and to prevent loss or damage to school property.

- The system comprises of a number of fixed cameras.
- The system does not have sound recording capability.
- The CCTV system is owned and operated by the school.
- The school CCTV is monitored centrally from reception and remotely by the Security Department at UKCBC over a secure internet connection which is password protected.

The school complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that CCTV is used responsibly and safeguards both trust and confidence in its use. The Code of Practice is published at: <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>.

CCTV warning signs are clearly and prominently placed around the school.

Siting the Cameras

The planning and installation of CCTV equipment has been done to ensure that the scheme delivers maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Cameras are sited so that they only capture images relevant to the purposes for which they are installed and care has been taken to ensure that reasonable privacy is not violated. UKCE will ensure that the location of equipment is carefully considered to ensure that images captured comply with GDPR.

The school makes every effort to position cameras so that their coverage is restricted to within the school premises.



Storage and Retention of CCTV images

Recorded data is retained for up to 1 month throughout the campuses. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

Access to CCTV images

Access to recorded images is restricted to those staff authorised to view them, and will not be made more widely available.

Individuals have the right to request access to CCTV footage relating to themselves under GDPR.

All requests should be made in writing to the Operations Manager or Chief Executive at UK College of English, 55-59 Oxford Street, London, W1D 2EQ.

Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The school will respond to requests within 40 calendar days of receiving the written request and any fee. This is as per the ICO CCTV Code of Practice.

A fee of £10 may be charged per request. This is as per the ICO CCTV Code of Practice.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

Requests for images / data should be made in writing to the Operations Manager or Chief Executive at UK College of English, 55-59 Oxford Street, London, W1D 2EQ.

The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

What to do if you have a concern or complaint about how we use CCTV?

Any concerns or complaints should be raised in writing to the Operations Manager or Chief Executive at UK College of English, 55-59 Oxford Street, London, W1D 2EQ.

In the unlikely event that we have been unable to address your concern internally, you may contact the IT Support Department directly on itsupport@ukcbc.ac.uk.



Changes to our Privacy Policy

Any changes we may make to our Privacy Policy in the future will be posted on our website in this document. Please check from time to time to ensure that you are aware of any changes to our Privacy Policy.

Reviewed in December 2019

Reviewed annually or more often as required

1. Future Facing
2. Achievement through quality
3. Supporting a global community
4. Commitment to the individual