

Scramble Academy Harrogate CCTV Policy

Effective Date: 1 August 2026

Website: www.scrambleacademyharrogate.com

Email: info@scrambleacademyharrogate.com

This policy should be read alongside the Academy's Terms & Conditions, Privacy Policy and Photography, Video & CCTV Policy. It explains how CCTV is used at Scramble Academy Harrogate in accordance with the UK GDPR and Data Protection Act 2018.

Purpose

- The Academy uses CCTV to help provide a safe, secure and welcoming environment for members, visitors and staff.
- CCTV supports crime prevention, safeguarding, incident investigation and protection of Academy property.

Use of CCTV

- CCTV footage may be used to investigate criminal activity, accidents, injuries, complaints, safeguarding concerns, damage to property or breaches of Academy policies.
- Footage may also be reviewed where necessary for staff training or quality assurance.

Camera Locations

- Cameras are positioned in appropriate communal areas such as entrances, training areas and external access points.
- Cameras are never installed in toilets, changing areas or any location where privacy is reasonably expected.

Access to Footage

- Access is restricted to the Academy Director and authorised personnel with a legitimate business need.
- Relevant footage may be viewed by those directly involved in an incident where appropriate and lawful.
- The Academy does not routinely provide copies of CCTV footage. Requests should be submitted by email to info@scrambleacademyharrogate.com and will be considered in accordance with UK GDPR.

Storage & Retention

- Footage is stored securely using appropriate technical and organisational security measures.
- Footage is normally retained for up to 31 days before automatic deletion unless required for an investigation, insurance claim or legal proceedings.

Disclosure

- Footage will only be disclosed where permitted or required by law, or where necessary to protect the legitimate interests of the Academy or those using its facilities.

Policy Review

- This policy may be amended from time to time. The latest version will be available from the Academy or on its website.