

مدرسة مسجد عائشة
MASJID AYESHA MADRASAH

CCTV Policy

Policy Number: 801

Version: 1.0

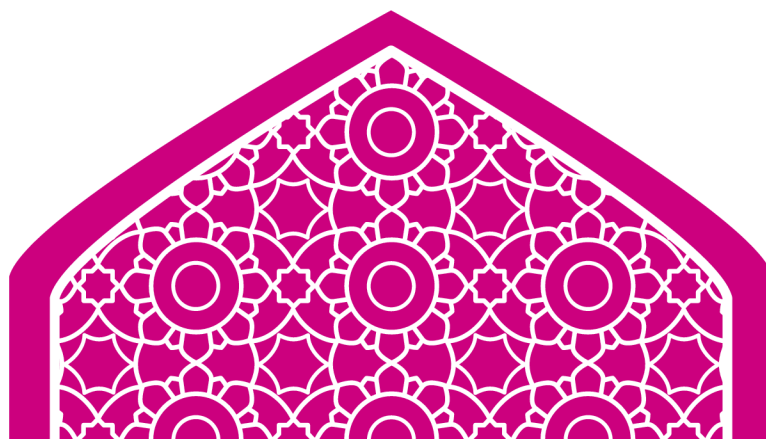
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1. Introduction

Closed Circuit Television (CCTV) systems are installed at Masjid Ayesha Madrasah for safeguarding, security, and protection purposes.

Any new CCTV systems or significant changes will be introduced in consultation with the Trustees/Management Committee. Existing systems will be reviewed periodically to ensure compliance with this policy, UK GDPR, and Data Protection Act 2018 requirements.

2. Purpose

The purpose of this policy is to regulate the use of CCTV and associated technology in monitoring both internal and external areas of Masjid Ayesha Madrasah premises.

CCTV is installed to:

- Protect Madrasah buildings, property, and equipment.
- Promote the safety and wellbeing of pupils, staff, volunteers, and visitors.
- Prevent bullying and safeguarding incidents.
- Deter theft, vandalism, and anti-social behaviour.
- Assist police in the prevention and detection of crime.
- Support investigations into safeguarding or behavioural incidents.
- Ensure Madrasah rules and standards of conduct are upheld.

CCTV operates 24 hours a day, 7 days a week.



3. Scope

This policy applies to:

- The location and use of CCTV cameras.
- Monitoring and recording of footage.
- Storage, retention, and deletion of recordings.
- Access to CCTV footage.

Where Madrasah classes are delivered in hired premises, the Madrasah will ensure that any CCTV system in operation aligns with this policy and UK data protection law.

4. General Principles

Masjid Ayesha Madrasah has a duty of care to safeguard children under:

- Children Act 1989 & 2004
- Working Together to Safeguard Children
- UK GDPR
- Data Protection Act 2018

CCTV is used in a professional, lawful, proportionate, and ethical manner.

The system will:

- Not be used to monitor individuals based on protected characteristics (race, religion, gender, disability, etc.).
- Not infringe on reasonable expectations of privacy.
- Not be used in private areas (e.g., toilets, changing areas, private offices used for confidential meetings).

Recognisable CCTV images are considered personal data under UK GDPR and are processed accordingly.



5. Justification for Use of CCTV

Under the Data Protection Act 2018, personal data must be:

- Adequate
- Relevant
- Not excessive

The use of CCTV at Masjid Ayesha Madrasah is justified for safeguarding and security reasons.

Cameras are primarily positioned:

- At entrances and exits
- In corridors and communal areas
- In external perimeter areas

6. Location of Cameras

Camera placement has been carefully considered to minimise intrusion.

CCTV may monitor:

- Building entrances and exits
- Corridors and shared areas
- Reception area
- External gates and car park areas
- Storage areas containing valuable equipment



7. Covert Surveillance

Masjid Ayesha Madrasah does not engage in covert surveillance.

If the Police request covert surveillance on the premises:

- The request must be made in writing.
- Appropriate legal advice will be sought.
- Trustees will be informed.

8. Informing Individuals / Signage

Clear signage is displayed:

- At all entrances
- Near CCTV cameras
- At reception

Signage includes:

- Notification that CCTV is in operation
- The purpose (crime prevention, safeguarding, safety)
- Contact details of the Data Controller



9. Storage & Retention

CCTV footage will:

- Be stored securely.
- Be password-protected.
- Be accessible only to authorised personnel.
- Be retained for a maximum of 28 days, unless required for investigation.

Where footage relates to an incident, it may be retained longer for:

- Safeguarding investigations
- Police investigations
- Insurance claims
- Legal proceedings

A log of access to CCTV footage will be maintained.



10. Access to Footage

Access is strictly restricted to authorised personnel, including:

- Principal / Headteacher
- Designated Safeguarding Lead (DSL)
- Authorised Trustee (where necessary)

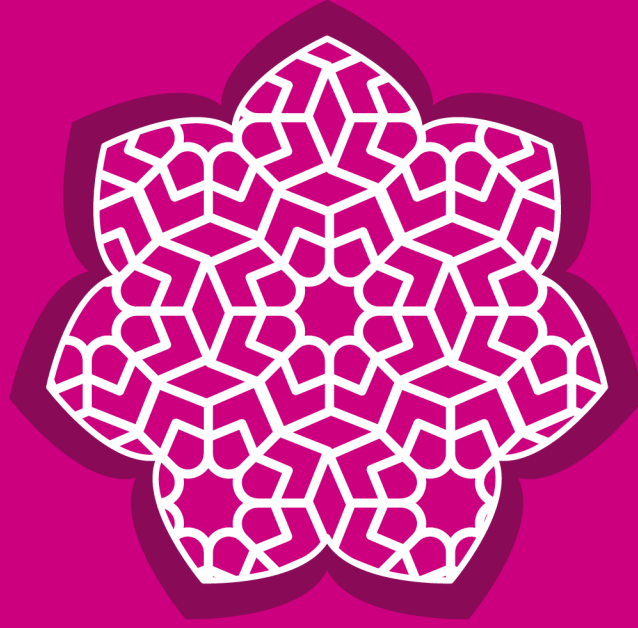
Footage may be disclosed:

- To the Police upon written request.
- To Children's Social Care or safeguarding authorities.
- In response to a Subject Access Request (SAR).
- Pursuant to a court order.
- To insurers in relation to claims.

Subject Access Requests must:

- Be made in writing.
- Specify date, time, and location of recording.
- Be processed within one month under UK GDPR.

Where footage identifies other individuals, it will be redacted where possible.



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