

Josie Clarke Academy of Dance & Acrobatics (JCADA)

CCTV Policy

JCADA operates a CCTV system at The Ridlington Studio to ensure the safety and wellbeing of our students, staff and visitors, and to protect the premises and equipment.

Purpose of CCTV

CCTV is in place to support safeguarding, ensure the safety of all individuals on site, assist in managing incidents, and protect JCADA property and facilities.

Location of Cameras

Cameras are installed at the front entrance, main hallway, corridor leading to toilets and changing areas, and the parent and dancer waiting area. Cameras are positioned to monitor entry, exit and communal areas only.

No cameras are installed in toilets or changing areas, and camera angles are carefully positioned to ensure these private spaces cannot be seen at any time.

JCADA does not currently have CCTV installed within studio spaces.

Recording

CCTV records both video and audio footage and operates continuously. Audio recording is used to support safeguarding, assist in managing incidents, and address any inappropriate or abusive behaviour on the premises. Recording is limited to communal areas only.

Access to Footage

Access to CCTV footage is strictly limited to authorised personnel only (Miss Josie and Mr Jim). Footage will only be accessed and reviewed in the event of an incident, safeguarding concern, or where necessary to investigate a specific issue. Footage is not routinely monitored.

Data Storage & Retention

Footage is stored securely and retained for a maximum of 30 days, after which it is automatically deleted unless required for an ongoing investigation.

Data Protection

JCADA complies with the UK General Data Protection Regulation (UK GDPR). Individuals have the right to request access to footage in which they appear, subject to legal limitations. Requests should be made via email to josieclarkeacademy@outlook.com.

Signage

Clear signage is displayed on site to inform all visitors that CCTV (including audio recording) is in operation.

Policy Review Date: 27th April 2027