

CCTV Policy

At Twist & Flip Gymnastics Academy, the safety and wellbeing of our gymnasts, staff, and visitors is a top priority. Our CCTV system is in place to help create a secure environment across our facilities.

Why We Use CCTV

Our CCTV system helps us:

- Protect the building and equipment
- Promote the safety of gymnasts, staff, and visitors
- Deter theft, bullying, vandalism, and antisocial behaviour
- Support the police in crime prevention and investigation
- Ensure our academy rules are followed

Please note: CCTV at our academy does not record sound and is never used to monitor staff performance.

Where CCTV Is Used

Cameras are located both inside and outside the academy in areas where safety, safeguarding, or security is a priority. This includes:

- Entrances and exits
- Corridors and communal areas
- Equipment storage zones
- Outdoor spaces around the building

All camera placements have been carefully chosen to respect individual privacy while supporting safety.

How We Manage CCTV Footage

- Only authorised staff have access to CCTV footage.
- All recordings are stored securely and retained for no longer than 31 days, unless needed for an investigation.
- We follow all legal requirements under the UK Data Protection Act 2018 and GDPR.
- Our system is registered with the **Information Commissioner's Office (ICO)**.



TWIST & FLIP

GYMNASTICS ACADEMY



Subject Access Requests (SARs) and CCTV

- Under UK GDPR and the Data Protection Act 2018, parents and individuals may request access to personal data relating to their child.
- CCTV footage of your child constitutes personal data.
- However, because footage may contain other children or individuals whose identities must be protected, Twist & Flip Gymnastics will not release raw footage to parents.
- Footage will be preserved and reviewed internally as part of investigations into safeguarding or other concerns.
- Parents will be informed of any findings relevant to their child following the investigation.

Third-Party Access

- CCTV footage will only be shared with authorised personnel (e.g., law enforcement) when necessary.
- Any court orders or legal requests for footage will be reviewed carefully before release.

Summary

- Parents may submit SARs or raise concerns in writing.
- We will confirm that footage relevant to the child has been preserved.
- Investigations use the footage internally to safeguard children and staff.
- Raw footage will not be released to parents to protect the privacy of others.
- Findings relevant to the child will be communicated once the investigation is complete.

Ongoing Review

We regularly review our CCTV use to ensure it remains necessary, proportionate, and respectful of privacy. Any changes to our system go through a Data Protection Impact Assessment.

For any CCTV or data protection queries, please contact our Welfare Officer, Data Protection Officer (DPO), or Director.

Contacts for CCTV and Data Protection Queries

- Welfare Officer: Kate Richardson – welfare@twistandflip.co.uk
- Data Protection Officer (DPO): Nicky Nicol – nicky@twistandflip.co.uk
- Director: Nicky Nicol – Mark Nicol – nicky@twistandflip.co.uk – mark@twistandflip.co.uk