

## CCTV PRIVACY NOTICE

This privacy notice has been written to inform members of the public, parents, pupils and staff of our school, which is part of the Learning Partnership about how and why we process their personal data in relation to CCTV.

### Who are we?

The Learning Partnership Trust, of which our school is a member is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The School has a local Data Protection Officer (SDPO) who works with the Trust Data Protection Officer. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures.

### What information do we collect and why do we collect it?

By using CCTV systems the school collects, stores, and uses static or moving images of individuals located in the surveillance area. The school may be able to identify those individuals by using other existing information.

The school operates CCTV for the following purposes:

- Safeguard all members of our community
- Make members of the school community feel safe
- Protect members of the school community from harm to themselves or to their property
- Deter criminality in the school
- Protect school assets and buildings
- Assist police to deter and detect crime
- Determine the cause of accidents
- Assist in the effective resolution of disputes which may arise in the course of disciplinary and grievance proceedings
- To assist in the defense of any litigation proceedings
- Manage behaviour of students

### Who has access to your personal data?

Your information will only be made available to school and trust employees where there is a need to investigate the recording. Only employees authorised by school management may have access to this footage.

### Who do we share your personal data with?

We will only share CCTV footage with other agencies where there is a lawful reason to do so - for example to share with the police for the purposes of crime prevention or to assist in locating an absconding pupil.

### How long do we keep your personal data for?

The school will retain this data for a minimum of 14 days and up to a maximum of 90 days.

### Do you transfer my data outside of the UK?

The information that the school holds is all held within the UK.

### What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation,
- to request access to your personal data that we hold, and be provided with a copy of it,
- to request that your personal data is erased where there is no compelling reason for its continued processing.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our school DPO. The school has a complaints procedure which can be followed.

If we cannot resolve your concern then you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data.