

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.

How and why we use CCTV (and our legal basis)

We operate CCTV for the following purposes. Data protection law requires us to explain the legal reason (lawful basis) for each use.

1. Keeping people safe

Includes:

- safeguarding pupils, staff and visitors
- supporting wellbeing and incident response

Legal basis:

- *Public task* (carrying out our role as a school)
- *Vital interests* (protecting individuals from harm where necessary)

2. Preventing and detecting crime

Includes:

- deterring theft, vandalism and anti-social behaviour
- assisting internal and police investigations

Legal basis:

- *Public task*

3. Protecting school property and assets

Includes:

- monitoring buildings and equipment
- preventing damage or misuse

Legal basis:

- *Legitimate interests* (protecting property and maintaining a safe environment)

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4. Supporting behaviour management and school discipline

Includes:

- investigating incidents involving pupils
- supporting disciplinary processes

Legal basis:

- *Public task*

5. Investigating incidents, complaints and disputes

Includes:

- disciplinary or grievance investigations
- resolving complaints between individuals

Legal basis:

- *Public task*
- *Legitimate interests* (ensuring fair investigation processes)

6. Supporting legal claims

Includes:

- defending or pursuing legal action

Legal basis:

- *Legitimate interests*
- *Legal obligation* (where required by law)

7. Investigating accidents and incidents

Includes:

- reviewing incidents for health and safety purposes

Legal basis:

- *Public task*
- *Legal obligation* (health and safety requirements)

Who has access to CCTV footage?

Only authorised staff can access CCTV footage, and only when necessary to investigate an incident.

Who do we share CCTV data with?

We only share CCTV footage where there is a lawful reason, including:

- Police or law enforcement
- Safeguarding agencies

Legal basis for sharing:

- *Public task*

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- *Legal obligation*

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.

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Last updated June 2026