

# CCTV PRIVACY NOTICE



**CLAINES**  
CE PRIMARY SCHOOL

AT CLAINES CE PRIMARY SCHOOL, WE HAVE A STRONG COMMITMENT TO ENSURING CHILDREN FLOURISH AND SUCCEED TOGETHER AS PART OF A STRONG SCHOOL COMMUNITY. DRIVEN BY SOME OF OUR KEY VALUES OF RESPECT AND COMPASSION, WE ARE INCLUSIVE AND COMMITTED TO THE INDIVIDUAL CHILD. WE AIM FOR A SCHOOL WHERE EVERYONE IS TREATED WITH DIGNITY AND VALUED FOR THEIR PLACE IN OUR COMMUNITY AND THE WIDER WORLD. AT THE HEART OF OUR LEARNING, ARE THE VALUES OF PERSEVERANCE AND COURAGE. WE STRIVE FOR EVERYONE TO HAVE GREAT ASPIRATIONS: ENSURING NEW CHALLENGES ARE MET WITH CONFIDENCE AND 'NO ONE SETTLES FOR LESS THAN THEIR BEST'.

WE DO ALL OF THIS WHILST FOLLOWING IN THE FOOTSTEPS OF CHRIST

**Approved by:** Full Governing Body

**Date:** 29/11/21

**Last reviewed on:**

**Next review due by:** November 2023

# CCTV PRIVACY NOTICE

This privacy notice has been written to inform members of the public, parents, pupils and staff of Claines CE Primary School about how and why we process their personal data in relation to CCTV.

## Who are we?

Claines CE Primary School 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 appointed Dr Geof Smith to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Dr Geof Smith – via the school office or [gsmith@claines.worcs.sch.uk](mailto:gsmith@claines.worcs.sch.uk)

## 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 areas between 6pm and 7am weekdays and 24 hours a day at the weekend.

The school operates CCTV for the following purposes:

for safeguarding children,

for the prevention and detection of crime.

Our lawful basis for processing your personal data is Article 6(1)(e) and 6(1)(f) respectively:

6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller – Safeguarding children.

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.

6(1)(f) – Processing is necessary for the purposes of legitimate interests – prevention and detection of crime.

## Who has access to your personal data?

Your information will only be made available to school 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.

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

The school will retain this data for a maximum of one month.

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

All the information that the school holds is all held locally within school.

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

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

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, 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. You can do so by contacting:

First Contact Team

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

[casework@ico.org.uk](mailto:casework@ico.org.uk) //0303 123 1113