Cheadle Primary School

CCTV Privacy Notice

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	Information Governance Team	Information Governance Team	15.06.2018	1.09.2019	No Changes
V2	Information Governance Team	Information Governance Team	01.09.2019	01.09.2020	No Changes
V3	Information Governance Team	Information Governance Team	23.09.2020	01.09.2021	Annual review
V4	Information Governance Team	Information Governance Team	10.11.2021	01.09.2022	No Changes

How we use CCTV data;

Cheadle Primary School are a data controller for the purpose of the General Data Protection Regulation.

The school will only use surveillance cameras for the safety and security of the school and its staff, pupils and visitors. Surveillance will be used as a deterrent for violent behaviour and damage to the school.

Please be advised this notice covers the use of CCTV cameras, and does not cover any live feeds we may have throughout the school, as they do not record information.

We collect your information to;

- Maintain a safe environment.
- Ensure the welfare of pupils, staff and visitors.
- Deter criminal acts against persons and property.
- Assist the police in identifying persons who have committed an offence.
- The prevention, investigation and detection of crime.
- Monitoring the security of the site.
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).

The categories of visitor data we collect include;

- Personal/ special categories of information such as;

    - Images and video footage of pupils, staff, parents and visitors

The lawful basis on which we use this information;

Public Task;

We process CCTV data in order to comply with our public task, namely to ensure that the security of our pupils, staff, buildings and their contents are maintained at all times.

The following information is processed as a result of the schools public task;

- Images and video footage of pupils, staff, parents and visitors

Identification;

In areas where CCTV is used the school will ensure that there are prominent signs in place.

The signs will:

- Be clearly visible and readable.

- Be an appropriate size depending on context.

Storing digital images;

Images captured by CCTV/Surveillance will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

Neither the General Data Protection Act nor the Information and Records Management Society prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The school ensures that images are not retained for longer than is necessary. Once the retention period has expired, the images are removed or erased.

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Access to live images is restricted to the CCTV operator unless the monitor displays a scene which is in plain sight from the monitored location.

Recorded images can only be viewed in a restricted area by approved staff. The recorded images are viewed only when there is suspected criminal activity and not for routine monitoring of pupils, staff or visitors.

The school reserves the right to use images captured on CCTV where there is activity that the school cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk.

Images retained for evidential purposes will be retained in a locked area accessible by the system administrator only. Where images are retained, the system administrator will ensure the reason for

its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.

Who we share visitor data with;

We do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share CCTV images with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Andrea Howard, School Business Manager, at the School Office.