

# Y PANT COMPREHENSIVE SCHOOL



## Privacy Notice for CCTV

### Why we use pupil and parent/carer information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for CCTV purposes. This information should be read in conjunction with our School's general Privacy Notice.

### The categories of pupil, parent/carer, staff and 3<sup>rd</sup> party information that we collect, hold and share can include (as imagery):

- Personal information (by identification)
- Special Category information (health, race, religion)

### Why we collect and use this information

We use this data:

- To process data for the prevention, investigation and detection of crime
- Safeguarding purposes
- To assist with health and safety issues and insurance claims

### Collecting information – who we get our data from

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis with your consent. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this when the data is collected.

In the case of CCTV, we will get our data from the imagery captured by the CCTV device.

## **Who we share information with**

We may share information with:

- Police
- Solicitors and the Courts
- Insurance companies
- RCT Local Authority - Information Management, Corporate Estates, Insurance
- 3<sup>rd</sup> party processor - to maintain the CCTV system (GEM Security).

For Privacy Notice information relating to the organisations above please visit the data protection pages of their website.

## **The lawful basis on which we use this information**

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful basis for processing personal information for CCTV is:

- **Legitimate interests** - processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject. In this case, relying on legitimate interest as a lawful basis for processing results in extra responsibility for ensuring peoples' rights and freedoms are fully considered and protected.
- **Legal Obligation** – To comply with our legal obligations under the Data Protection Act 2018, Schedule 2, Paragraph 2 or 5 (where appropriate)

## **Storage and disposal of personal data**

We will not keep your personal information any longer than is necessary and we will only keep CCTV footage for as long as we need it.

The time we keep your information depends on the purpose for which it is being processed e.g. in the case of an incident captured on CCTV, we may be required to retain information pending review, appropriate action.

Following the expiry of the retention period, information will be destroyed securely and permanently.

The school retains CCTV footage for a period of 14 days.

## **Requesting access to your personal data and your rights**

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

**Approved by:** The Governing Body **Date:** \_\_\_\_\_  
**Next review due by:** Spring Term 2021

## Version Control

<b>Version no</b>	<b>Valid From</b>	<b>Valid To</b>	<b>Comments</b>
1.0	May 2020	May 2021	Final document