



**Kings Meadow School**

Believe and Achieve



## Privacy Notice – CCTV

This privacy notice tells you what to expect when the school collects personal information about you, in this case, static or moving imagery via CCTV or surveillance systems as you pass through the school premises. The school is committed to protecting your personal information, safety and security when you visit our school.

We are legally obliged to use your information in line with applicable laws concerning the protection of personal data, including the General Data Protection Regulation (GDPR).

The condition for processing under the GDPR is:

*General Data Protection Regulation (GDPR) 2018, Article 6*

*1. Processing shall be lawful only if and to the extent that at least one of the following applies:*

- (c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject;*
- (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;*

## What information will we collect about you?

When you visit the school, we may collect static or moving imagery and audio via CCTV or surveillance systems. The School imagery via CCTV cameras and surveillance devices located throughout the school, in both outside (public areas within the school grounds such as the car park and temporary public areas such as during performances or when being used as a polling station) and inside (restricted access) locations.

## How will the school use the information it collects about me?

The School may use CCTV/surveillance imagery for a number of purposes including but not limited to the following:

- To maintain the safety and security of the school for our pupils, staff and stakeholders
- To support the effective management of the school operation and any incidents
- For investigative purposes or as evidence to support any formal follow-up to school incidents
- In response to a subject access request

The lawful justification for collecting and using CCTV/surveillance imagery is that there are legitimate interests to do so. CCTV and surveillance imagery may be handled and used by the following recipients to maintain a safe, secure and efficient school operation:

- Head teacher or person acting as Head teacher
- Police/security services

## How long will the school keep my information?

Under normal circumstances your information could be retained for up to 30 calendar days after which point it will be deleted. Imagery required for investigative or evidential purposes may be retained beyond 30 days and is securely disposed of upon completion/conclusion of the purpose for which it has been retained. Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

## What rights do I have over my personal data?

Under the General Data Protection Regulation, you will have the right to, where appropriate:

- Access your personal data by making a subject access request
- Rectification, erasure or restriction of your information
- Object to the processing of your information

To exercise your rights please contact the schools independent Data Protection Officer using the following contact details:

Ruth Hawker  
Plumsun Ltd  
Almshouse  
Great Brington  
Northampton  
NN7 4HY

Or email:

[info@plumsun.com](mailto:info@plumsun.com)

## What if I find your response unsatisfactory?

Should you find our response unsatisfactory, you have the right to lodge a complaint with the supervisory authority – the Independent Commissioner’s Office (ICO). You can find more information on the ICO website at <https://ico.org.uk/concerns/> regarding the complaints process.

## Changes to this privacy notice

We will keep this privacy notice under regular review and we will place any updates here. At the start of this privacy notice we will tell you when it was last updated.

## **Appendix**

(for internal organisational use only, specifically school staff and governors)

Viewing CCTV images:

- The CCTV images are displayed on the monitor in the server cupboard in the main school office. The administrative staff and anyone else entering this cupboard such as the caretaker or IT technician will be able to view the live images. The cupboard door is kept closed.
- The Head teacher can access the CCTV images via a portal on the Head teacher's computer in the Head teacher's office. This computer is securely encrypted. The Head teacher can access these remotely via the remote working portal on the Head teacher's laptop which is securely encrypted.
- Access to recorded images is password protected and the Head teacher holds the password.
- Members of the senior leadership team or designated safeguarding leads may view images, with authorisation from the Head teacher, where there is a safeguarding concern.
- Any members of staff shown in footage that is being viewed will be informed. They may be invited to watch the footage with the Head teacher and/or a designated safeguarding lead to discuss the images in order to gain a shared understanding of events.
- Occasionally, recorded images may be used for training purposes with the consent of the staff within the footage and with the Head teacher's authorisation.

The governors have overall responsibility to ensure that these protocols are adhered to and that the Privacy Notice is kept up to date.