

Talbot Heath School Trust Ltd CCTV Privacy Notice

What is the purpose of this document?

Talbot Heath School Trust Ltd (hereafter referred to as Talbot Heath School) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we store and use images obtained through our CCTV/surveillance systems in accordance with data protection law (UK & EU General Data Protection Regulation (GDPR)).

It applies to all pupils, staff and visitors.

Talbot Heath School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to all pupils, staff and visitors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

How we use CCTV data

Talbot Heath School will only use surveillance cameras for the safety and security of the school and its pupils, staff and visitors. Surveillance will be used as a deterrent for violent behavior 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.

Why we collect your information using CCTV

- to maintain a safe environment
- to ensure the welfare of pupils, staff and visitors
- to deter criminal acts against persons and property
- to assist the police in identifying persons who have committed an offence
- for the prevention, investigation and detection of crime
- for monitoring the security of the site
- for the apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).

The categories of data we collect using CCTV

- personal / special categories of information such as images and video footage of pupils, staff, 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, 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

GDPR law does not prescribe any specific minimum or maximum periods which apply to CCTV recorded images. Talbot Heath School ensures that images are not retained for longer than is necessary. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

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 behavior 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.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 3 November 2021.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact Details

- Mr I. Cradick - Assistant Head (Academic Management) and Data Protection Officer

icradick@talbotheath.org

- Mr A. Lewis – Network Manager and Data Protection Champion

alewis@talbotheath.org

- Mr A. Poole – Facilities Manager and System Administrator

apoole@talbotheath.org