



WOODLANDS PRIMARY SCHOOL

CCTV PRIVACY NOTICE

We operate a CCTV system in our school for the purpose of pupil, public and staff safety and for the detection and prevention of crime or anti-social behaviour. CCTV is also installed on the outside of buildings for the additional purpose of monitoring building security.

When you visit our school, you will be automatically recorded by our CCTV system.

Where CCTV is in operation, we post clear signs to let you know cameras are operating and who to contact should you require any further information.

Our CCTV system is operated by AIC Integrated Systems.

We operate CCTV in accordance with the codes of practice issued by the Information Commissioner and the Surveillance Camera Commissioner.

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

Footage from CCTV cameras around the school is stored securely within our CCTV system and is only accessed when we have a legitimate reason to do so. This would be to allow us to investigate any incidents of criminal or antisocial behaviour or to identify specific safeguarding risks or incidents. In order to access this information, a strict procedure must be followed and all access recorded.

Purpose and legal basis for collecting and using this information

The purpose for collecting and using this information is for security and health and safety purposes. The legal basis we rely on for this is legitimate interest in that it is in the school's interest, and the interest of visitors, to ensure we know who is on site at any time. Legitimate interest is covered by article 6(1)(f) of the UKGDPR.

Who will you share this information with?

We will only share CCTV footage where we are legally obliged to do so, or where we are allowed to do so under exemptions in the Data Protection Act - for example for the prevention or detection of crime or should an individual submit a request for access to footage. Any such access will be approved by our Data Protection Lead or Data Protection Officer.

Our CCTV providers may be required to access the system for administrative or upgrading purposes but we ensure access to information is restricted and is done so under strict control.

How long will the school keep my information?

Under normal circumstances your information collected by CCTV around the school will be retained for up to 30 days after which point it will be deleted. Any 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.

Footage is kept in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

Your rights

You have the right to see CCTV images of yourself, or your child if you hold parental responsibility, and be provided with a copy of those images. You can do this by submitting a Subject Access Request. We may request additional information from you so that we can identify the date footage was filmed and the possible locations at which footage was taken.

If a Subject Access Request is made, we will identify and isolate the footage in order to prevent deletion. Requests made after the standard 30 day deletion point cannot be serviced.

SchoolDPO

If you have any questions, please contact the School DP Team on SchoolDPO@cheshirewestandchester.gov.uk