

PRIVACY NOTICE

CCTV RECORDINGS

Version	Author	Policy approved by	Approval date	Review date	Changes made
V1	IG Team	IG Team	03/2024	09/2024	New – replaces CCTV PN
V2	IG Team	IG Team	04/10/2024	01/09/2026	Minor changes made to structure/wording. Details added to call recording purposes

How we use telephone and CCTV recordings:

Great Moor Infant School is committed to ensuring that we're transparent about the ways in which we use your personal information and that we have the right controls in place to ensure it is used responsibly and is kept safe from inappropriate access, theft or misuse. Great Moor Infant School is a 'data controller' for the purposes of the (UK) General Data Protection Regulation (GDPR).

This privacy notice explains how we use your personal information and tells you about your privacy rights and how the law protects you.

We collect your information to:

CCTV

- Maintain a safe environment.
- Ensure the welfare of pupils, staff and visitors.
- Deter criminal acts against persons and property.
- The prevention, investigation and detection of crime.
- Monitoring the security of the site.

The categories of this information that we collect, process, hold and share include:

CCTV

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

Telephone calls recordings

- Telephone Calls recordings
- Telephone numbers unless the number is withheld by the caller.

The lawful basis on which we use this information:

Public Task (CCTV);
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.

Legitimate Interest (Call Recording):

The school has a legitimate interest in recording telephone conversations, unless those interests are overridden by you by asking for your call not to be recorded.

Collecting this information

CCTV

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.
- An appropriate size depending on context.

Telephone Calls recordings

- All calls to and from the school are recorded. Individuals will be informed that the call is being recorded before the call takes place. If you raise an objection to this, we may offer to communicate via an alternative method.

Storing this information

Recorded images and calls will be stored in a way that ensures the integrity of the recording and in a way that allows specific times and dates to be identified. Access to recordings is restricted to the senior leadership team

Data Retention

The data will be retained for 14 after which time it will be destroyed.

However, on occasions there may be a need to keep recordings for longer, for example when further investigation is required into the matter being raised or where there has been behaviour that is abusive, offensive, threatening or has caused distress or alarm to the school or its employees.

Who do we share your information with?

We use third party suppliers for our phone and CCTV systems.

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 or telephone recordings 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.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact **headteacher@greatmoor-inf.stockport.sch.uk** or post to: Great Moor Infant School, Southwood Road, Great Moor, Stockport, Sk2 7DG

to make a request or alternatively you can view our Data Subject Rights Guidance at https://www.greatmoor-inf.stockport.sch.uk/page/gdpr/119207

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Contact

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

headteacher@greatmoor-inf.stockport.sch.uk or post to: Great Moor Infant School, Southwood Road, Great Moor, Stockport, Sk2 7DG

Data Protection Officer
IGschoolsupport@stockport.gov.uk

Complaints

If you're not satisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF
Email: https://ico.org.uk/concerns/

This right is not dependant on you raising a complaint with us first, but we would encourage you to contact our Data Protection Officer by emailing IGSchoolSupport@stockport.gov.uk so we can consider your concerns as quickly as possible.