



Owlcotes Multi-Academy Trust

Privacy Notice: Use of CCTV

Under data protection law, individuals have a right to be informed about how the Trust and school uses any personal data that we hold about them. Owlcotes Multi-Academy Trust complies with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use CCTV schemes. We, Owlcotes Multi-Academy Trust and its member schools, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mr Joe Wilson (see 'Contact Us' below).

The Data We Hold

The data that we may collect, use, store and share (when appropriate) about staff, pupils, parent/carers and visitors includes, but is not restricted to:

- Images and video footage on the school premises of pupils, staff, parents/carers and visitors.

Why We Use This Data

We collect this data in accordance with requirements set out in certain laws and regulations including, but not limited to:

- The Education Act 2005;
- Safeguarding Vulnerable Groups Act 2006;
- Keeping Children Safe in Education guidance.

We use this data to:

- Maintain a safe environment;
- Ensure the welfare of pupils, staff and visitors;
- Deter criminal acts against person and property;
- Assist the police in identifying persons who have committed an offence;
- The presentation, investigation and detection of crime;
- Monitoring the security of the site;
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).

Our Legal Basis for Using This Data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need it to perform an official task in the public interest.

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way;
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

In areas where CCTV is used the school will ensure that there is clear signage in place. The signs will:

- Be clearly visible and readable;
- Be an appropriate size.

Collecting This Information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How We Store This Data

Images captured by CCTV will not be kept longer than ** days. However, on occasions there may be a need to keep images for longer, for example, where a crime is being investigated.

The school ensures that images are not retained for longer than is necessary. Once the retention period has expired, the CCTV image records are deleted.

CCTV images will only be viewed in a restricted area by authorised staff. The recorded images are viewed only when there is a reasonable need to do so. CCTV on school premises is not used for routine monitoring of pupils, staff, parents/carers or visitors.

Data Sharing

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- The local authority – to meet our legal obligations to share certain information with it, such as instances of safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligation to share information to collate National data
- Police forces, courts, tribunals – to meet our legal obligations to share certain information such as safeguarding/ behaviour concerns
- Professional bodies - to enable them to provide the service we have contracted them for.

Transferring Data Internationally

Where we transfer personal data to a country or territory outside of the United Kingdom, we will do so in accordance with data protection law.

Parents/Carers' Rights Regarding Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their own or their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you or your child;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please see our Data Protection Policy.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact your child's school office.

Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;

- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Data Protection Officer.

Data Retention/Destruction

The data will not be held for longer than is necessary and will be disposed of safely when it is no longer required.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call: 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer.

Owlcotes Multi-Academy Trust Data Protection Officer: Mr Joe Wilson

Email: info@owlcotesmat.org

Tel: 0113 8874523