Privacy Notice CCTV

Approved by: Governing Body	**Date:** 23rd March 2026
Last reviewed:	23rd March 2026 by Deb Thwaites
Next review due:	April 2027

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 via CCTV or surveillance systems. The School imagery via CCTV cameras and surveillance devices located throughout the school, in both outside (public) 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:

- School personnel
- 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 Data Protection Officer using the following contact details:

Ruth Hawker
Plumsun Ltd
Almshouse
Great Brington
Northampton
NN7 4HY

Or email:
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.