



CCTV – Privacy Notice

The Wordsley School

This privacy notice explains what personal information is collected, what it is used for and who it is provided to. The notice also describes why we require your data, and the legal basis on which we do this. This privacy notice relates to our CCTV System, including, but not limited to, where it has been installed on the outside of some of our buildings. It provides additional information that specifically relates to this particular service, and should be read together with our general privacy notice.

What personal information does this service use?

The CCTV system captures images of people and vehicles in and around where a camera is located. Where fixed CCTV cameras are operating, there will be signs clearly displayed. Images captured by CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

What is your personal information used for?

We use your personal data for the following reasons:

- a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime
- b) To protect the school buildings and their assets
- c) To support the Police in a bid to deter and detect crime
- d) To assist in identifying, apprehending and potentially prosecuting offenders
- e) To protect members of the public and private property
- f) To assist in managing the school

What is the lawful basis we are relying on?

We collect and use this information to ensure the school can undertake its remit to educate children ensuring personal safety of pupils, staff and visitors, protecting school buildings and its assets and to assist in managing the school (Article 6(1)(e) of the General Data Protection Regulation).

The school will use the 'Passport to Compliance', issued by the Surveillance Camera Commissioner to ensure that the surveillance camera system complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012. Please see YourIG Passport to Compliance Guidance.

Where has your personal information come from?

The images are captured because you are present in the area which is covered by the CCTV system.

Who will we share your personal information with?

Your personal data is shared securely with the following, where it is both necessary and appropriate to do so:

- Relevant staff within the school
- Our local authority
- The Police

How long will we keep your information?

Our retention schedule sets out how long we keep personal information for and is available on request.

Your personal information and your rights

To read about what rights you have regarding the personal information used for this service, please see our general privacy notice.

Updates

We may change this privacy notice from time to time.

If you have any questions or concerns about how we use your personal information, please contact the Headteacher. If you have any other data protection enquiries, please contact YourIG Data Protection Officer Service use for DPO:

**YourIG Data Protection Officer Service
Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ**

Email: YourIGDPOService@dudley.gov.uk tel: 01384 815607

You also have the right to complain to the Information Commissioner's Office if you're unhappy about how we process your information.