



Privacy Notice for CCTV (Closed Circuit Television)

Huntington School complies with the UK General Data Protection Regulation and is a registered Data Controller. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z6491489

This privacy notice has been written to inform members of the public, parents, pupils and staff of Huntington School about how and why we process their personal data in relation to CCTV.

Who are we?

Huntington School is a 'Data Controller' as defined by Article 4 (7) of UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or the School Business Manager.

Veritau's contact details are:

Schools Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsDPO@veritau.co.uk // 01904 554025



Please ensure you include the name of your school in all correspondence.

What information do we collect and why do we collect it?

By using CCTV systems the school collects, stores, and uses static or moving images of individuals located in the surveillance area.

The school may be able to identify those individuals by using other existing information.

The school operates CCTV for the following purposes:

- maintain a safe environment;
- ensure the welfare, safety and security of pupils (including safeguarding), staff and visitors;
- deter criminal acts and violent behaviour against persons and property;
- assist the police/law enforcement agencies in identifying persons who have committed an offence;
- use in employee disciplinary proceedings.

Our lawful basis for processing your personal data is Article 6(1)(e) and 6(1)(f) respectively:

- 6(1)(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 – Safeguarding children;
- 6(1)(f) - Processing is necessary for the purposes of legitimate interests - prevention and detection of crime.

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes;
- Condition 10 - preventing or detecting unlawful acts;
- Condition 18 - safeguarding of children and vulnerable people.

Who has access to your personal data?

Your information will only be made available to school employees where there is a need to investigate the recording. Only employees authorised by school management may have access to this footage.

Who do we share your personal data with?

We will only share CCTV footage with other agencies where there is a lawful reason to do so - for example to share with the police for the purposes of crime prevention or to assist in locating an absconding pupil.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our Records Management policy.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with a pupil over this age if it receives a request to exercise a data protection right from a parent.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their [live chat](#). Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 11 January 2023.