

Privacy Notice: CCTV 2024-25

Date approved:	16.9.24
Approved by:	CFO
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This policy is scheduled for review on:	Annually

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Policy statement

This policy outlines Manor Multi Academy Trust's ('we' / 'our' / 'us') expectations in relation to what you should expect when we are collecting static or moving imagery of you via CCTV surveillance systems as you are present on school premises. We maintain a commitment to protect everyone's safety and welfare, as well as the security of our schools, whilst ensuring that personal information is respected.

We are the **data controller** of CCTV imagery as it is responsible for determining the purposes of personal data and how it is processed.

As a pupil, staff member or visitor, you are the **data subject** as CCTV imagery will make you identifiable through your physical appearance.

We are committed to equality and value diversity. As such we are committed to fulfilling our Public Sector Equality Duty (Equality Duty) obligations and expect all staff and volunteers to share this commitment.

For staff, this policy should also be applied in accordance with our Staff Code of Conduct and Dignity at Work Policies. For staff and all users, this policy should be read alongside our Safeguarding and Child Protection, Safer Recruitment, and ICT Acceptable Use policies and Procedures. For staff, copies of all policies and procedures can be accessed via the **All MAT Staff** area on Teams. For all other users, copies of required policies can be supplied on request as appropriate.

The Equality Duty requires us to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation.
- Advance equality of opportunity.
- Foster good relations between people who share protected characteristics, such as age, gender, race and faith, and people who do not share them.

If you consider that any of our practices, policies or procedures may be indirectly discriminatory, you should report your concerns and the basis for them to your line manager, who will take appropriate action and ensure that you receive a written response in respect of the concerns that you have raised.

This policy does not form part of your contract of employment. We reserve the right to amend or withdraw this policy at any time.

We are responsible for ensuring the effective implementation of this policy. As part of equality monitoring we will review and monitor the operation and impact of the policy on a regular basis and in accordance with the policy review date. As part of this monitoring and review this policy will be equality impact assessed.

Scope

This procedure applies to employees, workers, agency workers, consultants, casual workers, contractors and volunteers, whether during working hours or otherwise.

Aims & Principles

We feel that it is necessary to use CCTV cameras to maintain a safe environment for all pupils, staff and visitors.

The use of CCTV helps to ensure that:

- The welfare of pupils, staff and visitors is protected.
- Criminal acts are deterred or dealt with.
- We can assist the police in identifying people who have committed an offence.
- Crimes can be prevented, investigated, and detected.
- The security of each school site is monitored.

We have a lawful basis for using CCTV imagery with the appropriate consideration given to the UK GDPR and relevant schedules of the Data Protection Act 2018.

Our Accountability

We recognise our requirement to maintain accountability and to take responsibility for how we comply with data protection legislation when processing data.

We are under a duty to register our details with the Information Commissioner's Office (ICO) and to:

- Tell people that they may be recorded, e.g. via clearly visible signs.
- Control who can see the recordings.
- Ensure the system is only used for the purpose it was intended for.

Our Data Protection Policy outlines how we will remain accountable for our actions when processing personal data. A copy of this is available on the school and Trust websites.

Every effort has been made to position cameras in a way that avoids any unintentional capture of private land or individuals who are not on the school premises.

Under Article 30 of the UK GDPR, we are required to maintain a record of the data processing activities that are taking place and will therefore ensure that the purpose of CCTV surveillance is lawful.

We will perform and keep on record a Data Protection Impact Assessment where required and if we believe that processing of data retrieved from CCTV surveillance is likely to result in a high risk to individuals – this will include an assessment of whether the use of surveillance is appropriate in the circumstances and whether processing may have an impact on individuals’ rights and freedoms.

We will never ignore images captured on CCTV which depict criminal activity, gross misconduct or behaviour that puts individuals at risk.

Information Requests

Exemptions and Confidential References:

Under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018, there are exemptions that allow organisations like ours to withhold certain information in specific circumstances. These exemptions are not a “one size fits all” solution; rather, they need to be considered on a case-by-case basis.

1. Why Exemptions Matter:
 - The UK GDPR and the Data Protection Act 2018 outline exemptions from various rights and obligations related to personal data processing.
 - An exemption often depends on the purpose for which you process personal data.
2. What Are Exemptions?
 - The DPA 2018 provides several exemptions, detailed in [Schedules 2-4](#).
 - Exemptions such as the right to be informed, the right of access, and dealing with other individual rights.
 - Some exemptions apply to specific aspects, while others can exempt our organisation from multiple requirements.
3. Confidential Employment References:
 - Schedule 2 of the Data Protection Act 2018 gives employers an exemption for “confidential employment references.”
 - What does this mean? As an employer, we can withhold certain employment references without violating data protection rules.

As an education organisation we MUST use **Safeguarding** as a strict exemption if we feel releasing personal information under any request could put any child, family members or employee associated with the request at risk. This also includes whether redactions have been made for any information, this would still be considered a risk.

Data Protection Officer Contact

Should you require a Data related service or to ask any questions about the CCTV services within our Trust then please contact our MAT Data Protection Officer.

Name	Neil Beards
Role	MAT Data Protection Officer
Areas of responsibility	Manor Multi Academy Trust & all MAT Schools
Contact Number	01902 556460
Contact Email	dpo@manormat.com
Registration Reference	ZA174023
ICO Registration	https://ico.org.uk/ESDWebPages/Entry/ZA174023

Storage of digital CCTV imagery

We will not keep a record of CCTV imagery for longer than it is needed and will define the length of time that each article of CCTV imagery is required to be held.

Images captured by CCTV will not usually be kept for longer than **30 days**; however, imagery required for investigatory purposes may be retained for longer.

CCTV imagery will be securely stored and only a limited number of authorised individuals will be able to access it.

Recorded images will usually only be viewed in investigatory circumstances, e.g. if a crime has been committed or where an allegation has been made.

Only authorised individuals will have access to the room in which CCTV imagery can be viewed; however, CCTV imagery that depicts criminal activity may be handed over to the police.

For CCTV imagery that is being retained, e.g. for evidential purposes, it will be kept in an area that is only accessible by the MAT DPO, Head of Estates or ICT Admin and, where relevant, the police. The DPO will clearly explain and record the reason for its retention and where it is kept.

Data subjects' rights and raising complaints

Under the UK GDPR, you have the right to:

- Access your personal data by making a subject access request.
- Have information regarding you erased or restricted, as long as this information is not required under a lawful basis for processing as outlined in the UK GDPR, e.g. where CCTV imagery depicts a data subject engaging in criminal activity.
- Object to the processing of your information.

If you are unhappy with the way that we are using CCTV to record you or someone you know, please contact the MAT Data Protection officer on the above contact details who will be able to provide more information on why CCTV is being used, deal with any concerns and allow you to see an example of what cameras are recording.

Data Subject Requests to view CCTV imagery will only be valid where it depicts an image of you or an empty space, or requires minimal editing to produce still limited images.

Where requests are made to see an example of CCTV imagery, as long as the request is valid, this will be provided within one calendar month.

If you have raised a complaint that has not been resolved internally by us, you can refer the matter to the ICO, who can investigate and decide on how to manage any data protection concerns you raise with them.

Breach of Policy

Any breaches of this procedure by staff will be managed under the Trust's Disciplinary Policy and Procedure, which can be located in the **All MAT Staff** area on Teams.