



Adopted:	July 2020
Next review:	July 2022
Approved by:	NSAT Trustees
Responsibility of:	Director of Data & Compliance

Privacy Notice – CCTV

This privacy notice has been written to inform members of the public, parents, pupils, employees, volunteers, governors of Northern Star Academies Trust about how and why we process their personal data in relation to CCTV.

Who are we?

Northern Star Academies Trust is a 'Data Controller' as defined by Article 4 (7) of 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 Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL



schoolsDPO@veritau.co.uk
01609 53 2526

***Please ensure you include the name of the Trust or School in all correspondence with the DPO.**

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:

- For the safety and security of the school and its pupils, staff, visitors, volunteers, governors, trustees and any other individual visiting a Trust site;
- To protect the school buildings and assets;
- To assist in reducing the fear of crime and for the protection of private property;
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders;
- To assist in the investigation of accidents, incidents and near misses

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.

Who has access to your personal data?

Your information will only be made available to Trust and School employees where there is a need to investigate the recording. Only employees authorised by Trust and 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?

Retention Period of Footage	School
28 days	Harrogate High School, Hookstone Chase Primary School, Starbeck Primary Academy
20 days	Skipton Girls' High School
14 days	Holycroft Primary School
Up to 7 days	Eastwood Community Primary School

Personal data may be kept for longer if it is as a result of an ongoing investigation.

Do you transfer my data outside of the UK?

All information that is recorded via the CCTV system is held on the school site on internal servers.

What rights do you have over your data?

Under GDPR, individuals 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 access to your personal data that we hold, and be provided with a copy of it,
- to request that your personal data is erased where there is no compelling reason for its continued processing.

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 on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113