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| Privacy Notice No: | 005        |
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**Contact Details:**

Please check the School Finder on the Caerphilly County Borough Council website for individual school contact details:

<https://www.caerphilly.gov.uk/Services/Schools-andlearning/Schools>

Alternatively, the Starting School booklet includes the contact details for all Caerphilly schools

**Description of Privacy Notice:**

This privacy notice will explain how schools within the Caerphilly County borough area will process CCTV footage of pupils, school-based staff and visitors which may be captured when visiting the school premises.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

This privacy notice applies to those schools within the Caerphilly County borough area that operate CCTV. Depending on the school, CCTV may operate solely externally, or both externally and within school buildings.

Those schools within the Caerphilly County borough area that operate CCTV, do so for the following purposes:

- help maintain a safe and secure environment (inc. health and safety and safeguarding purposes), for pupils, school-based staff, and visitors (inc. contractors and agency staff),
- deter against crime (e.g. to persons, school buildings, and property),
- assist with investigations into crime (e.g. the identification and prosecution of persons who may have committed an offence), and
- assist in the defence of compensation / insurance claims and legal disputes.

CCTV cameras will not be placed in locations within a school where pupils, school-based staff or visitors would have an expectation of privacy. This includes areas such as within toilets or changing rooms.

CCTV systems in schools do not record audio. Whilst we do not deliberately set out to capture any personal data other than images of individuals, indirectly we may capture other information about individuals such as a health issues and criminal offence data (if CCTV captures a potential crime being committed) etc.

CCTV footage may be used in exclusion proceedings for pupils or in disciplinary proceeding against school-based staff, if consistent with the above purposes of CCTV.

### **Legal basis for processing**

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

6(1)(f) - Processing is necessary for the purposes of legitimate interests

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

Each individual school within the Caerphilly County borough area is the controller for the CCTV footage that it captures and has a responsibility to ensure that they only collected and use CCTV footage in ways which are compliant with data protection legislation.

Each school within the Caerphilly County borough area have appointed a Data Protection Officer, to ensure that they are compliant with data protection legislation and to oversee their data protection procedures.

The Data Protection Officer is:

Mr Carl Evans  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

### **Details of main users of your information**

The main user of CCTV footage captured at a school is that individual school.

### **Details of any sharing of your information**

Schools do not routinely share CCTV footage with external organisations. However, access to CCTV footage may be requested and disclosed to third parties, for the following purposes, where the law allows us to do so (we have listed below the most common types of requests received. Please note this list is not exhaustive.

Requests for personal data captured CCTV will be dealt with on a case-by-case basis and we always ensure that the sharing of personal data is securely undertaken.

| Organisation                                                         | Reason                                                                                                                                                                  |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Caerphilly County Borough Council (CCBC)                             | Safeguarding purposes. CCTV footage may be shared further by CCBC for example with the other safeguarding agencies inc. the Police etc.                                 |
|                                                                      | Defend compensation / insurance claims. CCTV footage may be shared further by CCBC for example with claims handlers, insurers, solicitors, the court etc                |
|                                                                      | HR purposes / proceedings, CCTV footage may be shared further by CCBC e.g. Employment Tribunal, Education Workforce Council and the Disclosure and Barring Service etc. |
|                                                                      | Health and Safety purposes for the investigation of accidents / incidents. CCTV footage may be shared further by CCBC e.g. Health and Safety Executive.                 |
|                                                                      | Information Governance advice                                                                                                                                           |
| Police and other law enforcement agencies                            | Identification and prosecution of persons who may have committed an offence or to assist in locating an absconding pupil.                                               |
| Independent Safeguarding Investigators (commissioned by the school). | Safeguarding purposes.                                                                                                                                                  |
| School Governors                                                     | Safeguarding, Health and Safety and HR purposes and procedures.                                                                                                         |
| Health and Safety Organisations                                      | Health and Safety purposes for the investigation of accidents / incidents.                                                                                              |
| Contractors and Employment Agencies                                  | Safeguarding, Health and Safety and HR purposes and procedures, contract disputes.                                                                                      |

### Details of any external data processors

A data processor is a company or organisation that processes personal data on behalf of a controller (the school).

Many schools use data processors to provide the CCTV system in operation or to provide support and maintenance for the CCTV system.

Data processors can only act only upon the instructions of the controller. They will not share the personal data with any organisation apart from the controller or use it for their own purposes. They will hold it securely and retain information only for the period instructed.

## **Requests for information**

All recorded information held by a school may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible we will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## **How long will we retain your information**

The school will retain CCTV footage for 30 days as outlined in the School CCTV Policy.

CCTV footage 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. CCTV Footage is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under the Data Protection**

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of access
- The right to be informed
- The right of rectification.
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the relevant school that holds in the information.

### **Complaints Procedure**

If you are unhappy with the way we have handled your information request / information, you have the right of complaint. Please contact the school directly outlining your concerns.

If you remain unhappy you have a right of complaint to the Information Commissioner's Office (ICO), who enforces data protection compliance within the UK. Further information is available from <https://ico.org.uk/for-the-public/>.