The Governing Body of

Herons Dale Primary School

have adopted the following policy:

Privacy Notice – CCTV

Reviewed by:	**Jenny Birch**
Date:	**February 2026**
Ratified by Governing Body:	**March 2026**
Review Date:	**January 2027**

The EU General Data Protection Regulation (GDPR)

The Data Protection Act 2018 (DPA) is the UK's implementation of the General Data Protection Regulation (GDPR) and both came into force on 25th May 2018.

The DPA 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998.

The DPA sits alongside the GDPR, and tailors how the GDPR applies in the UK.

Everyone responsible for using personal data has to follow the 'data protection principles'.

They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Data Controller

Herons Dale Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z7488796).

The Data Protection Officer (DPO) for the school is Jenny Birch.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

CCTV

We operate a CCTV system in our school for the purpose of pupil, public and staff safety and for the prevention of crim or anti-social behaviour. CCTV is also installed externally for the purpose of monitoring building security.

When you visit our school you will automatically be recorded by our CCTV system. Signs are up confirming that CCTV is in operation and these are situated close to cameras.

Our CCTV is managed by our external IT company, TC:IT. Footage is stored securely and is only accessed when we have a legitimate reason to do so. This allows us to investigate any potential safeguarding concerns as well as incidents of criminal or antisocial behaviour.

The school will retain CCTV footage for a maximum of 21 days unless a request for them is made to support with an ongoing investigation, legal reasons or a potential safeguarding concern.

The school may be asked to share CCTV footage with an investigating officer in order to respond to a complaint or issue. The school may also be required to provide this information to:

- Law enforcement
- Court proceedings
- Criminal prosecutions

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.