



## Privacy Notice (GDPR) – CCTV

### Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on 18 March 2021.

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

#### Who are we?

Ermysted's Grammar School is a **Data Controller** as defined by Article 4 (7) of the General Data Protection Regulation (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 **Data Protection Officer** (DPO) is Mr Alan Wooley. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Mr Wooley contact details are:

Mr Alan Wooley  
Data Protection Officer  
Ermysted's Grammar School  
Skipton  
BD23 1PL  
[dpo@ermysteds.n-yourks.sch.uk](mailto:dpo@ermysteds.n-yourks.sch.uk)  
01756 792186

#### 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 safeguarding children
- for the prevention and detection of crime

#### What is our lawful basis for processing your personal data?

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 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?

The School will retain this data for one week unless it is required for an ongoing investigation.

### Do you transfer my data outside of the UK?

No.

### 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

You may exercise any of these rights by contacting the School Office on (01756) 792186.

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.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)  
03031 231113

### NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. We may also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only. This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared. If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

Article 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'. Article 9(2)(i) 'processing is necessary for reasons of



public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare’

For more information about the service please see the Government guidance and Public Health England’s privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.