



# Nursery Hill Primary

## CCTV Privacy Notice

**DATE REVIEWED:** April 2024

**DATE APPROVED:** April 2025

**By**

**NEXT REVIEW DATE:** April 2025

**Signed: Alexis Gardner                      Chair of Governors**

**Signed: Sarah Jeans                              Headteacher**

## WHO ARE WE?

Nursery Hill Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Nursery Hill Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z9879006.

You can contact the School as the Data Controller in writing at: Nursery Hill Primary School, Ansley Common, Nuneaton, Warwickshire, CV10 0PY or [admin2001@welearn365.com](mailto:admin2001@welearn365.com).

## WHAT IS A PRIVACY NOTICE?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information relating to the school's CCTV System.

## WHAT IS PERSONAL INFORMATION?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

## WHAT PERSONAL INFORMATION DO WE PROCESS?

The CCTV system captures images of people and vehicles in and around where a camera is located.

Where fixed CCTV cameras are operating, there will be signs clearly displayed.

Images captured by CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

The school uses the system to aid in:

- improving pupil safety and security around the building;
- protecting the school building and infrastructure;
- deterring/reducing incidences of vandalism, graffiti and other environmental crime; and
- providing assistance to the police in the detection and prevention of crime in its entirety
- To assist in identifying, apprehending and potentially prosecuting offenders. **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

- 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 – Safeguarding children
- 6(1)(f) – Processing is necessary for the purposes of legitimate interests – prevention and detection of crime.

### **SURVEILLANCE CAMERA COMMISSIONER**

The school will use the 'Passport to Compliance', issued by the Surveillance Camera Commissioner to ensure that the surveillance camera system complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012.

### **WHERE HAS YOUR PERSONAL INFORMATION COME FROM?**

The images are captured because you are present in the area which is covered by the CCTV system

### **WHO MIGHT WE SHARE YOUR INFORMATION WITH?**

We routinely share pupil information with:

- our local authority
- the Department for Education (DfE)
- law enforcement agencies
- relevant staff within the school

### **HOW LONG WILL WE KEEP YOUR INFORMATION?**

The school will retain this data for one calendar month; however, this may be extended if the images are part of an investigation.

### **WHAT ARE YOUR RIGHTS WITH RESPECT OF YOUR PERSONAL INFORMATION?**

Under data protection law, you have the right to request access the images that we hold on you. To make a request, contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL