St. Paul's C of E Primary School

Privacy Notice

CCTV Recordings

How we use CCTV recordings:

St. Paul's C E Primary School is committed to ensuring that we're transparent about the ways in which we use your personal information and that we have the right controls in place to ensure it is used responsibly and is kept safe from inappropriate access, theft or misuse St. Paul's C E Primary School is a 'data controller' for the purposes of the (UK) General Data Protection Regulation (GDPR).

This privacy notice explains how we use your personal information and tells you about your privacy rights and how the law protects you.

We collect your information to:

CCTV

- Maintain a safe environment.
- Ensure the welfare of pupils, staff and visitors.
- Deter criminal acts against persons and property.
- The prevention, investigation and detection of crime.
- Monitoring the security of the site.

The categories of this information that we collect, process, hold and share include:

CCTV

- Images and video footage of pupils, staff, parents and visitors

The lawful basis on which we use this information:

Public Task (CCTV):

We process CCTV data in order to comply with our public task, namely to ensure that the security of our pupils, staff, buildings and their contents are maintained at all times.

Collecting this information

CCTV

In areas where CCTV is used the school will ensure that there are prominent signs in place. The signs will be:

- Clearly visible and readable.
- An appropriate size depending on context.

Storing this information

Recorded images will be stored in a way that ensures the integrity of the recording and in a way that allows specific times and dates to be identified. Access to recordings is restricted to the following positions:

- Headteacher
- School Business Manager
- School Office Manager
- Site Supervisor

Data Retention

The data will be retained on a 4GB hard drive which holds approximately 1 month of images after which time it will be destroyed. However, on occasions there may be a need to keep recordings for longer, for example when further investigation is required into the matter being raised or where there has been behaviour that is abusive, offensive, threatening or has caused distress or alarm to the school or its employees.

Who do we share your information with?

We use third party suppliers for our phone and CCTV systems.

We do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share CCTV images with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact admin@st-pauls.stockport.sch.uk to make a request or alternatively you can view our Data Subject Rights Guidance on the school website.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Contact

If you would like to discuss anything in this privacy notice, please contact

Mrs H. Saville, School Business Manager 0161 480 5403

or Data Protection Officer IGschoolsupport@stockport.gov.uk

Complaints

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. Please contact admin@st-pauls.stockport.sch.uk.

Following any complaint response, if you remain unsatisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: https://ico.org.uk/concerns/

Document Control

Title	School Privacy Notice – CCTV Recordings
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Links with other policies, procedures, or guidance	
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Revision and Approval

Reviewed by	SMBC IG Team
Issue Date	01/09/2026
Approved by (school)	TBC
Approval date	TBC
Next review date	01/09/2028
Any changes made	Complaints section reviewed in line with the Data Access and Use Act 2025

Change History

Version	Author	Issue Date	Review date	Changes made?
V1	Information Governance Team	03/2024	09/2024	New – replaces CCTV PN
V2	Information Governance Team	04/10/2024	01/09/2026	Minor changes made to structure/wording. Details added to call recording purposes