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**Derby Diocesan Academy Trust**

**PRIVACY NOTICE FOR CCTV**

Derby Diocesan Academy Trust ('the Trust', 'we', 'us' or 'our') take data protection and our obligations with regard to data protection seriously. Under data protection law, individuals have a right to be informed about how their employer uses any personal data held about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about members of the public, parents, pupils and staff in relation to CCTV including, but not limited to, where it has been installed on the outside of some of our buildings. It provides additional information that specifically relates to this particular service and should be read together with our other privacy notices for Staff; Pupils and their families; and Trustees, Governors and other volunteers.

**1. OUR DETAILS**

We are: Derby Diocesan Academy Trust  
Address: Deepdale Business Park, Ashford Road, Bakewell, DE45 1GT  
Web site: [www.ddat.org.uk](http://www.ddat.org.uk)  
ICO Registration Number: ZA102461  
Data Protection Officer: Jason Hampton  
Contact Email: [ddatadmin@ddat.org.uk](mailto:ddatadmin@ddat.org.uk)

**2. WHO PROCESSES YOUR INFORMATION**

Derby Diocesan Academy Trust is the data controller for the purposes of the Data Protection Act 2018 and the UK General Data Protection Regulation (together the "Data Protection Law") of the personal information you provide to us. This means that the Trust determines the purposes, and the manner in which, any personal data is processed.

**3. WHY DO WE COLLECT AND USE PERSONAL INFORMATION?**

We use personal data captured by CCTV to:

- Assist in managing our schools, the Trust office and to maintain a safe environment
- Ensure the welfare of pupils, staff and visitors
- Reduce the fear of crime
- Deter criminal acts against individuals and property, including school buildings and assets
- Support the Police in deterring and detecting crime
- Assist in identifying, apprehending and potentially prosecuting offenders.

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## 4. CATEGORIES OF INFORMATION THAT WE COLLECT, HOLD AND SHARE

By using CCTV systems, the Trust and its schools may collect and process Personal Data relating to members of the public, parents, pupils and staff captured in static or moving images of individuals or vehicles located in the surveillance area. The Trust may be able to identify those individuals by using other existing information. Where fixed CCTV cameras are operating, there will be signs clearly displayed.

## 5. THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We collect and use personal information from you in order to meet and discharge our duties to ensure the personal safety of pupils, staff and visitors; to protect school buildings and assets; and to assist in managing the school. The Trust will process your information in accordance with Data Protection Law (the UK General Data Protection Regulation and the UK Data Protection Act 2018 and any other applicable law) and its own Data Protection Policy.

The legal basis for the use of your personal data will be one or more of the following:

- 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 (Article 6(1)(e) of the UK General Data Protection Regulation)
- Processing is necessary for the purposes of legitimate interests - prevention and detection of crime (Article 6(1)(f) of the UK General Data Protection Regulation).

Where the Trust processes sensitive personal data one of the following conditions of processing under Article 9 of the UK GDPR will also apply:

- Processing is necessary to carry out obligations in the field of education
- It is protecting someone's vital interest
- It is necessary for reasons of substantial public interest, including the safeguarding of children and individuals at risk; the prevention of fraud; and preventing or detecting unlawful acts
- It is necessary for the establishment, exercise or defence of legal claims.

## 6. STORING PERSONAL INFORMATION

All data is held securely. Images captured by CCTV will not be kept for longer than 1 month. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated. Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified.

## 7. SHARING INFORMATION

Your information will only be made available to school employees where there is a need to investigate the recording. Only employees authorised by Trust or School management may have access to this footage. We will only share CCTV footage with other agencies where there is a lawful reason to do so, for example, with the police for the purposes of crime prevention or to assist in locating an absconding pupil.

## 8. REQUESTING ACCESS TO YOUR PERSONAL DATA

You have the right to request access to information which we hold about you. To make a request for your personal information please contact the Trust's Data Protection Officer at [ddatadmin@ddat.org.uk](mailto:ddatadmin@ddat.org.uk).

You also have specific rights in relation to the processing of your data:

- To ask us for access to information about you that we hold.
- To have your personal data rectified, where possible, if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- To object to direct marketing, including profiling, and processing for the purposes of scientific/historical research and statistics.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

## 9. MAKING A COMPLAINT

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the Information Commissioner's Office (ICO), the supervisory authority for data protection issues in England and Wales using the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)  
ICO Helpline: 0303 123 1113  
ICO Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
ICO Postal Address: Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

## 10. CHANGES TO THIS NOTICE

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy notice was last updated on 3<sup>rd</sup> September 2021.