



# Privacy Notice

## Use of CCTV Surveillance

HATFIELD PEVEREL INFANT SCHOOL

The purpose of this Privacy notice is to inform you of what to expect when the school collects your personal data, in this case, static or moving imagery via CCTV or surveillance systems.

### The Use of CCTV at HPIS

We have four separate CCTV cameras located in various places outside of the school that capture and collect static or moving imagery. We are legally permitted to collect this data in the interest of public safety, however there are other purposes for this including the following:

- To maintain the safety and security of the children, staff and visitors within the school grounds
- To support the effective management of the school operation and any incidents
- For investigative purposes or as evidence to support any formal follow up to school incidents
- For the prevention and detection of crime

### Retention of your Personal Data

When collected, this information is held for a standard period of 30 days after which point it will be deleted. However it may be retained for a longer period should it be required for any investigative purposes and may be lawfully shared with the Police or other certified investigators. It will then be securely destroyed following the purpose of the retention.

Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

### Your Rights over your Personal Data

Under GDPR, you have the right (where appropriate) to:

- Access this data by making a formal subject access request
- Rectify, erase or restrict this data
- Object to the processing of your information

More information about Privacy Law, our obligations and your rights can be found by clicking the link below:

[The ICO Guide to the General Data Protection Regulations 2016](#)  
[The General Data Protection Regulations 2016](#)

If you have concerns, or wish to exercise your rights, please contact our Data Protection Officer, Lauri Almond at IGS@essex.gov.uk or by calling 0333 032 2970.

If you still have concerns following our response, you have the right to raise the matter with the Information Commissioner's Office:

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

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