



Millfield School

Privacy Notice for CCTV usage in school

This notice explains how Millfield School uses closed-circuit television (CCTV) systems. It outlines how we collect, store, use, and protect personal data captured by our cameras, in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Why We Use CCTV (Purpose of Processing)

We use CCTV cameras around the school site for the following reasons:

- To protect the health, safety, and security of students, staff, volunteers, and visitors.
- To prevent, detect, and reduce crime, vandalism, and anti-social behaviour.
- To protect the school buildings, grounds, and assets.
- To support the effective management of the school and assist in investigations

2. Our Legal Basis for Processing

Under the UK GDPR, our lawful bases for collecting and using this data are:

- **Public Task:** To ensure we deliver education and care in a safe, secure environment.
- **Legitimate Interests:** To protect school property and maintain safety on site.

3. What Information We Collect

Our systems capture continuous video recordings of individuals moving within the range of our designated cameras. We do not use CCTV to record audio conversation, and cameras are never placed in areas where individuals have a high expectation of privacy, such as toilets or changing rooms.

4. Who Has Access to the Footage?

CCTV footage is stored securely. Access to live feeds and recorded imagery is strictly restricted to authorised personnel only (e.g., the Headteacher, Network Manager or DPO). We will only share footage outside of the school when:

- We are legally required to do so (e.g., by the Police for crime prevention or detection).
- It is necessary for safeguarding purposes or legal proceedings.
- An individual makes a valid data protection request (see Section 6).

5. How Long We Keep Footage

We retain CCTV recordings for a limited period, typically 14 days. After this period, the

footage is automatically and permanently overwritten by the system.
If footage is downloaded or extracted to investigate a specific incident, it will be kept securely until the investigation, appeal, or legal process is fully concluded, and then securely deleted.

6. Your Rights

Under data protection law, individuals (including staff, pupils, parents, and visitors) have the right to request access to CCTV footage of themselves. This is known as a Subject Access Request (SAR).

To make a request, or to exercise your rights to object to processing, please contact our Data Protection Officer (DPO) using the details below. Please note that to protect the privacy of others, we may need to blur or obscure faces of other people appearing in the footage before it can be released to you.

7. Contact Details

If you have any questions about this notice, how we handle your data, or if you wish to make a data protection request, please contact:

School Contact: Mrs D Mountford School Business Manager

Email: dmountford@millfield.lancs.sch.uk

Data Protection Officer (DPO): Mrs D Mountford

Linked documents

CCTV data impact statement

CCTV policy