

## **Education Partnership Trust (EPT) Privacy Notice regarding the installation and use of CCTV on Trust and associated School premises.**

The intention of this privacy notice is to inform EPT Staff, Pupils, Parents/Carers and all other site visitors of the purpose for implementing the use of Closed Circuit Television (CCTV) devices and to respond to frequently asked questions relating to Data Protection and individual privacy.

This Privacy Notice applies to all Trust sites and all data subjects captured by the system(s).

### **What is the organisation's purpose for using CCTV Devices and how will the recorded footage be used?**

CCTV is used by the Trust for the purposes of Health and Safety of employees and members of the public, and for the investigation of incidents including safeguarding, near miss incidents, prevention and detection of crime and general service support issues.

### **Who is the Data Controller of the images recorded?**

Education Partnership Trust are the data controller for all retained footage recorded on CCTV devices.

Site keyholders/SLT have remote access to the system via an app on their work device(s) to allow them to view footage in case of an out of hours alarm activation.

### **What are the problems this is supposed to address?**

The problems addressed by using these devices include prevention and detection of crime, antisocial behaviour, safeguarding incidents and concerns, health and safety.

### **What are the benefits of using CCTV devices?**

- The use of CCTV has the potential to significantly improve the quality of evidence provided by the Trust
- to successfully defend insurance claims.
- CCTV will reduce the time spent investigating claims.
- CCTV can ensure witness statements are a true and accurate reflection of events.
- CCTV can act as a deterrent in cases of potential verbal and physical abuse.
- CCTV will assist the Trust's ability to successfully prosecute offenders.

### **Can less privacy intrusive solutions achieve the same objective?**

No – the primary purposes for CCTV on Trust premises are the prevention and detection of crime and health and safety of all individuals on or around the premises.

For other purposes CCTV is used in conjunction with other methods such as statements from incident witnesses.

### **How long will you keep the recorded images for?**

Recordings will be retained for a period of no longer than 30 days, at which point they will be deleted unless extracted for another purpose.

Any images that are extracted from the system for use such as in cases of antisocial behaviour or an insurance claim will be retained in line with the Trust's retention requirements for that type of circumstance.

**Can I request to see a copy of the footage of me that you hold?**

Any person can make a request for information held about them by the Trust. You can make a request in writing to Wendy Bridson, Governance Manager at [wbridson@ept-uk.com](mailto:wbridson@ept-uk.com) and must state the name of the data subject, a correspondence address and a description of the information requested.

**For further information and guidance, please contact:**

Wendy Bridson, Governance Manager on Tel: 01254 790026 or by email at [wbridson@ept-uk.com](mailto:wbridson@ept-uk.com).