



CCTV Privacy Notice Binfield CE Primary School

1. Introduction

Binfield CE Primary School uses Closed-Circuit Television (CCTV) cameras around the exterior of the school site to help maintain a safe and secure environment for children, staff, visitors and the wider school community.

This CCTV Privacy Notice explains how the school uses CCTV, what information is collected and why, how long the data is kept and the rights individuals have in relation to their personal data.

2. Where CCTV is located

CCTV cameras have been installed externally around the school site in the following areas:

- Front entrance
- Main school walkway / approach
- Junior playground
- Middle playground, including coverage of the field
- Infant playground

The cameras are positioned to monitor areas of the school premises where there is a legitimate need to promote safety and security. Cameras are not positioned in any internal areas of the school, including areas where individuals would have a reasonable expectation of privacy, such as toilets or changing areas.

Appropriate signage is displayed to make individuals aware that CCTV is in operation.

3. What information does CCTV collect?

The CCTV system records images of individuals who enter or move around areas covered by the cameras. Depending on the circumstances, this may include children, staff, parents and carers, visitors, contractors and other individuals accessing the school site. The CCTV system does not record audio.

CCTV images may constitute personal data where an individual can be identified from the recording.

4. Why does the school use CCTV?

The school uses CCTV for legitimate and proportionate purposes, including:

- Protecting the safety and welfare of children, staff and visitors.
- Helping to prevent and deter crime, trespassing, vandalism and other inappropriate activity.
- Supporting the safeguarding of children and vulnerable individuals.
- Protecting school property and buildings.
- Investigating incidents occurring on or around the school premises.
- Supporting the school in responding to allegations, complaints or safeguarding concerns where appropriate.
- Assisting the police or other relevant authorities where there is a lawful basis for sharing CCTV footage.

CCTV is not intended to replace appropriate supervision of children or other safeguarding measures.

5. Our lawful basis for using CCTV

The school is a data controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The school's primary lawful basis for processing CCTV images is legitimate interests, where the processing is necessary and proportionate to protect the safety and security of individuals and the school premises.

Where CCTV processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority, the school may also rely on the appropriate public task lawful basis.

The school will ensure that the use of CCTV is necessary, proportionate and justified and that individuals' privacy rights are taken into account.

6. How long are CCTV recordings kept?

CCTV recordings are retained for 24 days. After this period, recordings are automatically deleted or overwritten, unless a particular recording needs to be retained for a legitimate reason.

For example, footage may be retained for longer where it is relevant to:

- A safeguarding matter.
- An accident or incident investigation.
- A complaint or disciplinary matter.

- A suspected criminal offence.
- An insurance claim.
- Legal proceedings or anticipated legal proceedings.
- A request from the police or another lawful authority.

Where footage is retained beyond the standard 24 day period, it will be kept only for as long as is necessary for the relevant purpose.

7. Who can access CCTV footage?

Access to CCTV recordings is restricted to authorised members of school staff who have a legitimate need to view the footage as part of their role and will be limited to what is necessary for the particular purpose.

Where appropriate and lawful, CCTV footage may also be shared with:

- The police or other law enforcement agencies.
- Safeguarding partners or children's services.
- The local authority.
- Insurers or legal advisers.
- Other organisations where there is a lawful basis for disclosure.

The school will not routinely disclose CCTV footage to third parties unless there is a lawful reason to do so.

8. CCTV and safeguarding

CCTV may be used as part of the school's safeguarding arrangements. Where CCTV footage is relevant to a safeguarding concern, the school may retain and share footage in accordance with its safeguarding procedures and legal obligations.

CCTV footage will not be used as a substitute for the school's normal safeguarding, supervision or child protection procedures.

9. CCTV and pupils

The school recognises that CCTV may capture images of children. The school takes particular care when handling CCTV footage involving pupils and will ensure that access, use and disclosure are appropriately controlled.

Where footage relates to a safeguarding concern, the school will follow its safeguarding and child protection procedures.

10. Security of CCTV footage

The school takes reasonable technical and organisational measures to protect CCTV recordings against:

- Unauthorised access.
- Unauthorised disclosure.
- Loss or accidental destruction.
- Unauthorised alteration or use.

Access to the CCTV system is restricted and appropriate controls are in place to protect recorded information.

11. Individual rights

Under UK data protection law, individuals have a number of rights in relation to their personal data.

These may include the right to:

- Request access to personal data held about them.
- Request correction of inaccurate personal data.
- Request restriction of processing in certain circumstances.
- Object to processing in certain circumstances.
- Request erasure in certain circumstances.

Some rights are subject to legal exemptions and may not apply in every situation. Because CCTV footage is routinely deleted after 24 days, anyone wishing to request access to footage should make their request as soon as possible and, where possible provide the date, approximate time and location of the recording.

12. Requests for CCTV footage

Requests for access to CCTV footage should be made in writing to the school's Data Protection Officer.

Requests should provide as much information as possible, including:

- The date and approximate time of the recording.
- The location where the person believes they were captured.
- A description of the individual concerned.
- Any other information that may help the school locate the relevant footage.

The school may need to verify the identity of the person making the request.

Where footage contains images of other identifiable individuals, the school will consider whether those images can lawfully be disclosed and may need to redact or withhold footage where appropriate. The school will respond to requests in accordance with applicable data protection legislation.

13. Children's personal data

Where a request concerns CCTV footage of a child, the school will consider the child's age, understanding and circumstances when determining whether information should be disclosed to a parent, carer or another individual.

A parent or carer does not automatically have a right to access CCTV footage simply because it contains images of their child. Each request will be considered in accordance with data protection law and the best interests and rights of the child.

14. Complaints

If you have any questions or concerns about the school's use of CCTV, please contact:
Data Protection Officer, Binfield CE Primary School, Benetfeld Road, Binfield, RG42 4EW
Email: Head or SMB?
Telephone: 01344 860106

If you remain dissatisfied with how the school has handled your personal data, you have the right to complain to the Information Commissioner's Office (ICO).

Further information about data protection and making a complaint can be found on the ICO's website.

15. Changes to this notice

The school may update this CCTV Privacy Notice from time to time to reflect changes to our CCTV arrangements, legal requirements or school procedures.

The latest version will be made available through the school's website.

Date of this notice: 1st September 2026

Next review: 1st September 2027