



OFG
Education

CCTV Privacy Notice v 5.1

Parkside House School

Under data protection law, individuals have a right to be informed about how we use any data that we hold 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 data on our CCTV (*Closed Circuit Television*) system which is in place on this site. Outcomes First Group (and its subsidiary companies) is the 'data controller' for the purposes of data protection law. The Data Protection Officer on behalf of Outcomes First Group is Kevin McBride. For contact details see *Contact Us* below.

The CCTV data we hold

The CCTV system comprises of cameras located in and around the site and copies of the plans showing specific camera locations are available to any staff members, service users or visitors to the site. All cameras are monitored, and images are only available to senior management and the Managing Director on request.

Why we use this data

We use this data to:

- To protect the safety of people we support, staff and visitors, as well as any livestock on site.
- To increase personal safety and reduce the fear of crime.
- To protect buildings and assets.
- Without prejudice, to protect the personal property of people we support, staff and visitors.
- To support the police in preventing and detecting crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To assist in managing the premises, including wildlife and animals.

Our legal basis for using this data

The CCTV system will comply with the requirements both Data Protection Act 2018 and the Information Commissioner's *Guidance for organisations using CCTV*. The Outcomes First Group service will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act. For adult care services located in England, this notice takes into consideration guidance issued by the Quality Care Commission ('QCC'), which should be read in conjunction with this notice. For residential childcare services located in England, this notice takes into consideration guidance issued by Ofsted, which should be read in conjunction with this notice.

For Independent schools located in England, this notice takes into consideration guidance issued by the Department of Education ('DoE'), which should be read in conjunction with this notice.

For CCTV operating in public places in England and Wales, this notice takes guidance from the Amended Surveillance Camera Code of Practice and its 12 Guiding Principles, which should be read in conjunction with this notice.

For CCTV operating in public places in Scotland, this policy takes guidance from the National Strategy for Public Space CCTV in Scotland, which should be read in conjunction with this policy.

For adult care services located in Scotland, this notice takes into consideration guidance issued by the Care Inspectorate ('CI'), which should be read in conjunction with this notice.

For health and social care services located in Northern Ireland, this notice takes into consideration guidance issued by The Regulation and Quality Improvement Authority ('RQIA'), which should be read in conjunction with this notice.

The purposes of this system are outlined above, but predominantly cameras will be used to monitor activities within the site and its grounds to identify criminal activity occurring, anticipated, or perceived. It will be also used for the purpose of securing the safety and wellbeing of the people, staff and school together with its visitors.

The planning and design have endeavoured to ensure that the system will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Warning signs, as required by the ICO Code of Practice will be clearly visible on the site.

The system has been designed to deny observation on adjacent private property and materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

Collecting this information

Data images are collected on an internal DVR Recording device, which is situated in a secure locked area on site.

How we store this data

We keep the data for up to a maximum 30 days, at a secure locked location using a strong password for access, after which it is securely destroyed.

Data sharing

We do not share information about you with any third party without your consent unless the Law permits us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share the

data with:

- *Local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns*
- *Ofsted*
- *Central and local government*
- *Health authorities*
- *Security organisations*
- *Professional Legal Advisors*
- *Police forces, courts, tribunals*

Transferring data internationally

We do not transfer CCTV data to another country or territory.

Your rights

How to access CCTV data we hold about you

Individuals have a right to make a **‘subject access request’** to gain access to CCTV data information that the service holds about them. Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13 years), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Your rights regarding CCTV data

You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact your Service Manager or the Data Protection Team, who will liaise with the Data Protection Officer.

Complaints

We take any complaints about our collection and use of data very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact your line manager or the Data Protection Team, who will liaise with the Data Protection Officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Website <https://ico.org.uk/concerns/>
- Phone 0303 123 1113
- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Team at data.protection@ofgl.co.uk.



Outcomes
First Group