

## S6C CCTV Privacy Notice

This Privacy Notice explains who we are, how and why we collect and use personal information about you if you appear on Salisbury 6<sup>th</sup> Form College's (S6C) CCTV, what personal data is collected and held about you, our purposes and lawful bases for processing, details of who we share your personal data with, relevant retention periods, and how you can exercise your data subject rights.

### Who we are and how we capture personal data

Throughout this notice "S6C" "we", "our" and "us" refer to Salisbury 6th Form College, which is part of Magna Learning Partnership Trust (MLP). MLP is the Controller in respect of the personal data held about you. The Trust is registered as a Controller with the Information Commissioner's Office (ICO). We manage personal data in accordance with the General Data Protection Regulation (GDPR) and the MLP Data Protection Policy. Our CCTV monitors various locations across the college 24 hours a day, every day of the year. These locations are carefully selected to fulfil the purposes of the processing, whilst still having due regard to the privacy of the data subjects. The CCTV images are monitored and reviewed by authorised College staff where it is reasonably necessary to fulfil the purposes outlined in this notice. Cameras are not placed in areas that have an expectation of privacy (such as in changing rooms). CCTV will not normally be used for routine workforce monitoring or for covert monitoring.

The College conducts the following types of recording: Fixed camera CCTV around the building.

### The personal data we process

We collect and process recorded images using our CCTV system. Images including vehicles and individuals are captured at a level of definition considered to be necessary for the intended purpose i.e. for reasons of safety and security.

- Camera sites and locations are determined appropriately and, in order to respect privacy, wherever practicable cameras are restricted to monitor only those areas

which are intended to be monitored, excluding views of areas that are not of interest.

- Cameras are not sited to focus on private residential areas.
- The CCTV system captures images of people and their activity, which may include special categories of personal data, as defined by the General Data Protection Regulation. This may include personal data pertaining to an individual’s racial or ethnic origin. The information may also include details relating to the commission of offences.

### The purposes of the processing

Your information will enable us to:	Lawful basis for the processing:
Help ensure a safer environment for students, staff, visitors and members of the public and reduce fear of crime.	For personal data: Processing is necessary for the performance of a task carried out in the public interest. In cases of special category data: Processing is necessary in the substantial public interest, specifically for the purposes of the prevention or detection of an unlawful act.
To assist law enforcement agencies and to facilitate the prevention and detection of crime, including the identification, apprehension and prosecution of offenders. This includes the protection of buildings and assets from damage, disruption, vandalism and other crime.	
Assist with the investigation of potential breaches of S6C regulations and/or actions which may result in disciplinary proceedings against students or staff.	

### The recipients or categories of recipients of the personal data

We may disclose personal data about you to the following third parties:

- Law enforcement agencies for the purposes of the prevention and detection of crime.
- Other relevant organisations such as health care agencies or the emergency services for safeguarding or public protection reasons.

### Data retention

Your personal data will only be retained for as long as it is necessary in accordance with the MLP’s Retention and Disposal Schedule. Specifically, we will retain CCTV images as follows: Fixed camera CCTV footage for 45 days after which it is automatically deleted.

Occasionally, images may be retained for longer to meet the purposes for which the images were taken, e.g. for investigating a crime or safeguarding matter.

### **Your rights in respect of the processing**

The GDPR provides data subjects with the following data subject rights:

- The right to be informed – this privacy notice assists with fulfilling these obligations.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.

Please note, that these rights apply in certain circumstances, for example according to the lawful basis utilised by the College. The right of access to personal information held about you exists in order to be aware of, and verify, the lawfulness of the processing. Please use the contact information below to exercise these rights.

### **Contacting us**

For questions or concerns about this Privacy Notice, or our use of your personal information, please contact the college office on **office@s6c.mlp.college**

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) as the supervisory authority in respect of the processing of your personal data. We would encourage you to expend our internal complaints procedure through our initial contact prior to contacting the ICO. The ICO contact is: casework@ico.org.uk or telephone: 0303 123 1113. For any further contact information please see:

<https://ico.org.uk/global/contact-us/>.

### **Updates to this privacy notice**

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our privacy notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make