

Forres Sandle Manor CCTV Privacy Notice



1. Purpose of CCTV Use

Forres Sandle Manor uses Closed Circuit Television (CCTV) in and around the school site for the purposes of:

- Safeguarding pupils, staff, and visitors
- Protecting school property and facilities
- Assisting in the prevention and detection of crime
- Supporting the enforcement of school rules where appropriate

2. Lawful Basis for Processing

We process CCTV footage under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The lawful bases are:

- Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest (safeguarding and security).
- Article 6(1)(f) – processing is necessary for the purposes of legitimate interests pursued by the school.

3. Data Controller

Forres Sandle Manor School

Station Road, Fordingbridge, Hampshire, SP6 1NS

Contact: amatthews@fmsmschool.com

4. Location of Cameras

Cameras are located in specific public and communal areas of the school, including entrances, car parks, playgrounds, and certain internal corridors. Cameras are not installed in private areas such as changing rooms or toilets.

5. How the Data is Used

Images are recorded and viewed only when necessary. Access is strictly limited to authorised personnel for the purposes listed above.

6. Retention of Footage

CCTV recordings are stored securely and retained for a maximum of 30 days, unless required as evidence for an investigation.

7. Sharing of Footage

We may share CCTV footage with:

- Law enforcement agencies when legally required
- The school's insurers or legal advisors in the event of an incident
- Regulatory bodies where necessary for safeguarding investigations

8. Your Rights

Under UK GDPR, individuals have the right to:

- Request access to their personal data (Subject Access Request)
- Request correction of inaccurate data
- Request erasure of data, where applicable
- Object to processing in certain circumstances

Requests should be submitted in writing to the Data Controller using the contact details provided. Proof of identity will be required before footage is released.

9. Security of Data

CCTV footage is stored on secure systems with restricted access. All authorised users receive training on data protection and CCTV handling procedures.

10. Changes to this Notice

We may update this notice from time to time. The latest version will be available on our website or from the school office.