



Privacy Notice

CCTV Recordings

Date of Review: September 2026

Date of Next Review: September 2028

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How we use telephone and CCTV recordings:

The Laurus Trust is committed to ensuring that we're transparent about the ways in which we use your personal information and that we have the right controls in place to ensure it is used responsibly and is kept safe from inappropriate access, theft or misuse. The Laurus Trust is a 'data controller' for the purposes of the (UK) General Data Protection Regulation (GDPR).

This privacy notice explains how we use your personal information and tells you about your privacy rights and how the law protects you.

We collect your information to:

CCTV

- *Maintain a safe environment.*
- *Ensure the welfare of pupils, staff and visitors.*
- *Deter criminal acts against persons and property.*
- *The prevention, investigation and detection of crime.*
- *Monitoring the security of the site.*
- *Allowing for the prevention and investigate of poor pupil behaviour.*

The categories of this information that we collect, process, hold and share include:

CCTV

- Images and video footage of pupils, staff, parents and visitors

The lawful basis on which we use this information:

Public Task (CCTV):

We process CCTV data in order to comply with our public task, namely to ensure that the security of our pupils, staff, buildings and their contents are maintained at all times.

Collecting this information

CCTV

In areas where CCTV is used the school will ensure that there are prominent signs in place. The signs will be:

Clearly visible and readable.

An appropriate size depending on context.

Storing this information

Recorded images will be in a way that ensures the integrity of the recording and in a way that allows specific times and dates to be identified. Access to recordings is restricted to Heads of School, Senior Leadership Teams, Heads of Year, Heads of House, IT Support Team and Estates Co-ordinators and Managers.

Data Retention

The data will be retained for 14 days after which time it will be destroyed. However, on occasions there may be a need to keep recordings for longer, for example when further investigation is required into the matter being raised or where there has been behaviour that is abusive, offensive, threatening or has caused distress or alarm to the school or its employees.

Who do we share your information with?

We use third party suppliers for our phone and CCTV systems.

We do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share CCTV images or telephone recordings with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact dataprotection@laurustrust.co.uk to make a request or alternatively you can view our Data Subject Rights Guidance at [Policies & GDPR – The Laurus Trust](#). You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Contact

If you would like to discuss anything in this privacy notice, please contact dataprotection@laurustrust.co.uk or Data Protection Officer IGschoolsupport@stockport.gov.uk

Complaints

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance via dataprotection@laurustrust.co.uk.

Following any complaint response, if you remain unsatisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: <https://ico.org.uk/concerns/>

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	☒ Race ☒ Disability ☒ Sex ☒ Age ☒ Religious belief ☒ Sexual Orientation ☒ Gender Reassignment
Summary of any issue/proposed changes	N/A
Date	30.09.26
Date of next review	September 2028



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