

## **Appendix 3 – Elizabeth Woodville School SPECIFIC INFORMATION**

### **5. Roles and responsibilities**

#### 5.4 Data Protection Lead

Elizabeth Woodville School has nominated the following individuals as designated persons to be contacted internally in relation to all matters relating to data protection issues, and to make referrals, where necessary, to the Data Protection Officer:

Hayley Richardson who is contactable via [Hayley.richardson@ewsacademy.org.uk](mailto:Hayley.richardson@ewsacademy.org.uk), Michelle Saint [michelle.saint@ewsacademy.org.uk](mailto:michelle.saint@ewsacademy.org.uk) and Daniel Peel [daniel.peel@ewsacademy.org.uk](mailto:daniel.peel@ewsacademy.org.uk)

### **12. CCTV**

CCTV is installed at Elizabeth Woodville School to support the safety of students, staff and visitors, protect the property and assets of the schools, reduce vandalism and provide assistance in the prevention and detection of crime. We will adhere to the ICO's guidance for the use of CCTV.

Our lawful basis for using CCTV is public task. We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use and how you can contact us if you have any queries relating to the use of CCTV on our premises.

At Elizabeth Woodville School our cameras are situated in corridors, library and computer rooms and outside school gates, exits and entrances. Footage is retained 28 days and is deleted on a rolling basis. We may keep data for longer where we are required to review footage for an investigation. In such a case we will delete the footage once we no longer need it and in line with our retention schedule.

We have undertaken a data protection impact assessment in relation to our CCTV system to comply with our legal obligations. Our assessment is reviewed every 2 years.

Only Nigel Simms and Paul Coram are permitted to access the system. Any enquiries about the CCTV system should be directed to Nigel Simms.

### **13. Photographs and videos**

See our child protection and safeguarding policy and Internet safety policy for more information on our use of photographs and videos

### **15. Data security and storage of records**

- Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment as referred to in our acceptable use policy and safeguarding policy.

- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

### **19. Links with other policies**

This data protection policy is linked to our:

Acceptable use of ICT

Child protection and safeguarding policy/policy