

Privacy Notice – Security

We respect you and your child's privacy and are committed complying with privacy legislation. The information below is what is referred to as a 'Privacy Notice' which explains how we use and protect your personal information.

We have a Data Protection Officer whose role it is to ensure that any personal information processed by the school is processed fairly and lawfully. If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer, Lauri Almond, at IGS@essex.gov.uk or by calling 0333 032 2970.

What is the service being provided?	To ensure the school premises are a safe environment for children, school employees, visitors and parents/ guardians, for example by the use of Security ID Cards, Visitor registration, Employee and Governor photographic displays.							
What personal data do we need from you?	The types of personal information we need for this purpose include: <ul style="list-style-type: none"> • Personal Images (Photographs) • Name, vehicle registration (Visitor registration) 							
Who will be using your Personal Data?	Who is the Data Controller ?	St Benedict's Catholic College						
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council).						
	Are there any Data Processors ?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
	Who are they?	The school is the data controller. We may share this information with the Police or other certified investigators.						
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	The purpose of this use of data is for public safety and the prevention of crime, and our legal basis for using the information in this way is a task in the public interest.						
	The Legal Condition(s) :	Public interest						
How we limit the use of personal information	We only take the information required for identifying.							
Who else might we share your data with?	We may share this information with the Police or other certified investigators.							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.							
How long will your data be kept?	If your information leaves the country							
	For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.							
	When will it stop being used?	We retain CCTV footage for 30 days before it is overwritten. The information may be retained for a longer period if imagery is required for evidential purposes.						
How long after this will it be deleted?	Our visitor records will be held for seven years.							
	¹ Subject to exceptions – please refer to the school's Retention Schedule A copy of our retention schedule can be requested from our school office							
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	The purpose of this use of data is for public safety and the prevention of crime, and our legal basis for using the information in this way is a task in the public interest .			
	This is what could happen if you refused to let us use your data for this purpose:	Keeping the premises safe.			
As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous school, local authority, Parents/ Carers			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Name.			

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)

[The General Data Protection Regulations 2016](#)

[Data collection requirements placed on us by the DFE](#)

[More information on NPD managed by the DFE](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address Essex County Council. County Hall. Chelmsford. CM1 1QH

Email IGS@essex.gov.uk

Phone Number 0333 032 2970

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Online Or visit ico.org.uk or email casework@ico.org.uk

Phone Number 0303 123 1113

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