



Privacy Statement for Managing Security

Attain Academy Partnership (herein referred to as the 'Trust') is the Data Controller for the purpose of data protection law. The 'Trust' comprises of Bocking Primary School, Cressing Primary School, de Vere Primary School, Elm Hall Primary School, Gosfield Community Primary School, Newlands Spring Primary & Nursery School and Rayne Primary & Nursery School (herein referred to as the 'Academy').

1. Introduction

Under data protection law, individuals have a right to be informed about how an organisation uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

Attain Academy Partnership is the 'data controller' for the purposes of data protection law. We will ensure that the data given to us is processed in line with the Data Protection Act 2018 (DPA 18) and the EU General Data Protection Regulations (GDPR).

The headteacher / head of school in each Academy is responsible for ensuring that their Academy complies with Trust's policies and procedures in relation to Data Protection. This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

2. Privacy Statement for the Management of Security

We use personal information to ensure the Academy premises are a safe environment for children, Academy employees, visitors and parents/ guardians, for example by the use of CCTV, Security ID Cards, Visitor registration, Employee and Trustee/Governor photographic displays.

The types of personal information we need for this purpose include:

- Personal Images (CCTV, Photographs)
- Name, vehicle registration (Visitor registration)

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.

We may share this information with the Police or other certified investigators.

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.

Our visitor records will be held for seven years.

For further information about how we use your personal information collected in relation to the management of security at the Academy and your rights in relation to this use of your personal information please see the following overarching Privacy Notice relevant to your affiliation to the Academy

- Privacy Notice for Pupils and parents
- Privacy Notice for Employees
- Privacy Notice for Volunteers
- Privacy Notice for Visitors



- Privacy Notice for Trustees and Governors
- Privacy Notice for CCTV

3. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the academy in the first instance.

If you would like to make a complaint, please contact our Data Protection Officer (See Contact details below).

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

Online	https://ico.org.uk/concerns/
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

4. Contact

If you would like to discuss anything in this privacy statement or make a Subject Access Request, please contact the Data Protection officer

Data Protection Officer	Mrs Ellwood
Postal Address	Attain Academy Partnership, c/o Newlands Spring Primary and Nursery School, Dickens Place, Chelmsford CM1 4UU
Email	DPO@attain.essex.sch.uk

Please ensure you include the name of the Academy in all correspondence with the DPO

5. Last updated

We may need to update the privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **18 April 2022**.