

## **Appendix 3 – Grace Academy Solihull SPECIFIC INFORMATION**

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

#### **5.4 Data Protection Lead**

Grace Academy Solihull 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:

- Joanne Crumpton who is contactable via 0121 329 4600

### **12. CCTV**

CCTV is installed at Grace Academy Solihull 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 Grace Academy Solihull our cameras are situated in around the site and signposted. Footage is retained for 7 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 year/s.

Only the Leadership Team and Site and IT Managers are permitted to access the system. Any enquiries about the CCTV system should be directed to the Data Protection Lead named above.

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

Refer to the following policies for more information on our use of photographs and videos;

- Child Protection, Safeguarding Policy, Academy Charter, Digital and Online Safety Policy

### **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 (see our ICT policy/acceptable use agreement)
- 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:

- Digital and Online Safety Policy
- Child Protection and Safeguarding Policy
- Academy Charter