



Privacy Notice – Education Services – CCTV in Schools

Our contact details

Name: Hannah Haywood, Customer Services Manager (Education)

Address: Education Customer Services
West Lothian Council
West Lothian Civic Centre
Howden South Road
EH54 6FF

Phone number: 01506 281952

Email: EducationCustomerServices@westlothian.gov.uk

The information we collect

By using CCTV systems, the school collects, stores, and uses static or moving images of individuals located in the surveillance area.

The school may be able to identify those individuals by using other existing information. The school operates CCTV for the following purposes:

- The safety and security of pupils, staff, and visitors;
- Protection of property;
- Deter inappropriate behaviour;
- The prevention, investigation and detection of crime;

In addition, where installations include access to West Lothian Leisure facilities, the images will be used to:

- Provide access to leisure facilities, such as, swimming pools for visitors to the facilities.

Who has access to your personal data?

Your information will only be made available to school or West Lothian Leisure employees where there is a need to investigate the recording. Only employees authorised by senior management may have access to this footage.

Who do we share your personal data with?

We will only share CCTV footage with other agencies where there is a lawful

reason to do so - for example to share with the police for the purposes of crime prevention or to assist in locating an absconding pupil.

How long do we keep your personal data for?

The school will retain this data for 30 days as per the CCTV policy

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. To make a request please contact us at Education Customer Services, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

Further information

If you have any questions or concerns about how your information is used, please contact us at the address above. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office at <https://ico.org.uk/>

The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113