

16 July 2021

Dear Parents and Carers

**RE: Installation of CCTV surveillance on the school premises**

I am writing to inform you the school will be installing CCTV surveillance during the summer holidays. We have introduced these surveillance measures in order to:

- Maintain a safe environment for members of our school community
- Ensure the welfare of students, staff, volunteers and visitors
- Deter criminal acts against persons and property
- Assist in identifying persons who have committed an offence

We will be installing CCTV in all corridors and around the perimeter of the school grounds.

We would like to reassure you that all overt surveillance on the school site will be clearly signposted around the school. The school does not condone the use of covert surveillance when monitoring the school's staff, students, volunteers and visitors, unless in extreme circumstances, and we will always obtain consent from the Home Office prior to conducting covert surveillance.

**Data protection**

As a school, we strive to be transparent about how we use and store data. We recognise that recording images of identifiable individuals constitutes as processing personal information; therefore, we will ensure our surveillance is undertaken in line with data protection principles in the UK GDPR and Data Protection Act 2018.

Should you need to, you can submit a freedom of information request and/or a subject access request, as permitted by the relevant legislation – including the Freedom of Information Act 2000. For further information about how to do this, please contact the school on 01628 513800.

All surveillance footage taken of the school site will be kept for three months for security purposes and will be stored in line with the school's Data Protection Policy.

Any footage that is no longer required for security purposes will be destroyed in line with the UK GDPR and Data Protection Act 2018.

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## Code of practice

We would like to reassure you that CCTV cameras will only be placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

If you have any questions about the contents of this letter, please contact the headteacher at: [head@manorgreenschool.co.uk](mailto:head@manorgreenschool.co.uk).

Yours sincerely



Joolz Scarlett  
Headteacher