

## Appendix 3 – Specific Information for Grace Academy Darlaston

### 5. Roles and responsibilities

#### 5.4 Data Protection Lead

Grace Academy Darlaston 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:

Sally Ann Barnes who is contactable via [enquiries@darlaston.graceacademy.org.uk](mailto:enquiries@darlaston.graceacademy.org.uk); and

Claire Jones who is contactable via [enquiries@darlaston.graceacademy.org.uk](mailto:enquiries@darlaston.graceacademy.org.uk)

### 12. CCTV

CCTV is installed at Grace Academy Darlaston 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 Darlaston our cameras are situated in corridors, break out spaces, surrounding property and carpark. Footage is retained for 14 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 years.

Only the Facilities Manager and IT Services Manager are permitted to access the system at the request of the Principal. Any enquiries about the CCTV system should be directed to Sally Ann Barnes at [enquiries@darlaston.graceacademy.org.uk](mailto:enquiries@darlaston.graceacademy.org.uk)

### 13. Photographs and videos

See our Privacy Notices, Child Protection and Safeguarding Policy and Information Security Policy for more information on our use of photographs and videos.

### 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 as per our Online Safety Policy and Acceptable Use Policy.
- 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:

- Online Safety Policy and Acceptable Use Policy
- Privacy Notices
- Child Protection and Safeguarding Policy
- Information Security Policy
- CCTV Statement
- Records, Destruction & Data Management Policy