

## **Bishop Road Primary School**

### **Data Protection Impact Assessment for CCTV Use**

#### **Outline of the project, objectives and benefits**

CCTV is limited across the school and is only required where it has been deemed necessary for the security of the site. It can only be viewed by restricted members of staff who are members of the site team only.

#### **Describe the intended use of personal data:**

##### **a) Describe the nature of the processing:**

All data is collected via CCTV and stored on a separate CCTV server. CCTV is only found in the reception waiting area by the office hatch, staff car park, side gate and the field of the Paul Dirac Centre.

Parents/staff are directed to our GDPR policy which can be found on the school website under policies.

##### **b) Describe the scope of the processing**

Data only includes images there are no sound recordings.

##### **c) Describe the context of the processing:**

Data only viewed by the caretakers and by the Systems and Services Manager and ICT Technician. The data is password protected.

##### **d) Describe the purposes of the processing:**

To enable the security of the estate

**Data protection compliance – assessment of necessity and proportionality of personal data processing.**

**Principle 1: Use of personal data is fair, lawful, and transparent:**

Parents will be made aware of the use of CCTV via signs where the cameras are displayed.

**Principle 2: Use of personal data is for a specified, explicit and legitimate purpose and not re-used for a purpose that is in-compatible with the original purpose:**

The personal data will only be used for CCTV to function and for security purposes.

**Principle 3: Use of personal data is adequate, relevant and no more than necessary:**

The CCTV is limited to only being areas where it is deemed necessary. We have sought advice from an independent security auditor recommended by Bristol City Council.

**Principle 4: Personal data must be accurate and kept up to date:**

Every 30 days the data will be wiped.

a) Review of DPIA:

Item	Information Management Name / role / date	Frequency	Notes
DPIA will be kept under review by:	Thomas Powe Systems and Services Manager 09/06/2023	Annually	Reviewed if there is an increase in theft or vandalism to the property.