



# High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

Elwick Road, West Park, Hartlepool, TS26 0LQ | Tel: (01429) 261446

## CCTV Privacy Notice

This privacy notice has been written to inform members of the public, parents/carers, students and staff of High Tunstall College of Science, about how and why we process their personal data in relation to CCTV.

### Who are we?

High Tunstall College of Science is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and how it is processed. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The college has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or by contacting: Mr Peter E. Ireland, college Compliance Officer on 01429 261446 or by email at ([PIreland@hightunstall.hartlepool.sch.uk](mailto:PIreland@hightunstall.hartlepool.sch.uk)).

Schools DPO Service

Veritau

West Offices

Station Rise

York

North Yorkshire

YO1 6GA

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)

01904 554025

Please ensure you include the name of the college in all correspondence with the DPO.



### What information do we collect and why do we collect it?

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

The college may be able to identify those individuals by using other existing information.

The college operates CCTV for the following purposes:

- For safeguarding children and to ensure the welfare of students, staff and visitors
- For the prevention and detection of crime to persons and property
- To maintain a safe environment.

No special category data will be specifically recorded and processed. However, there is a risk that some special category data will be captured in images taken.



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## **What is our lawful basis for processing your information?**

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- 6(1)(e) - Public task.
- Article 6(1)(ea) – recognised legitimate interest

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

## **Who has access to your personal data?**

Your information will only be made available to college employees where there is a need to investigate the recording. Only employees authorised by the Headteacher 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 student.

## **How long do we keep your personal data for?**

We will retain your information in accordance with our Records Management Policy and Retention Schedule. Statutory obligations determine the retention period for most of the information we process about you. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

The college will normally retain CCTV images and data for thirty (30) days.

## **International transfers of data?**

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Usually, your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. If your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

## **What rights do you have over your data?**

Under the UK GDPR, you have the following rights in relation to the processing of your data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request a copy of the personal data we hold about you
- To request that your personal data be amended if it is inaccurate or incomplete
- To request that your personal data be erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data be restricted
- To object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns, then you may also complain to the Information Commission, which is the UK's data protection regulator. Its contact details are below:

The telephone helpline (0303 123 1113) is open Monday to Friday between 9 a.m. and 5 p.m. (excluding bank holidays). Alternative methods to report, enquire, register, and raise complaints are available on the ICO's website [here](#).

### **Artificial intelligence (AI)**

No AI functions are incorporated into the CCTV system used by the college.

### **Media Copies**

Copies of the privacy notice are posted on the High Tunstall College of Science website electronically and are available in hard copy format from the college reception.

### **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will typically notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 02 March 2026.