



THE CONSORTIUM
ACADEMY TRUST



**THE
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9 February 2024
Primary – CCTV Installation

Dear Parents and Carers

RE: Installation of CCTV cameras on the school premises

I am writing to inform you Penshurst Primary School will be installing CCTV surveillance during the February half term break.

We have introduced these measures in order to:

- maintain a safe environment for members of our school community
- ensure the welfare of pupils, staff, volunteers and visitors
- deter criminal acts against persons and property
- assist the police / LADO in identifying persons who have committed an offence
- manage behaviour
- assist in the effective resolution of any disputes which may arise in the course of disciplinary and grievance proceedings

We will be installing CCTV around the perimeter of the school grounds and there will be one camera in the reception area. 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, pupils, volunteers and visitors.

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.

All surveillance footage taken of the school site will be kept for one month, unless there is an ongoing investigation, 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.

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. Please use this link to access the CCTV Privacy Statement [download.asp \(consortiumtrust.co.uk\)](https://www.consortiumtrust.co.uk/download.asp) should you want further information.

If you have any questions about the contents of this letter, please contact the DPO at dpo@consortiumtrust.co.uk

Yours faithfully

A handwritten signature in black ink, appearing to read 'V Groak', written in a cursive style.

Mr V Groak

Headteacher