

Information Governance Support

Nottinghamshire County Council

in partnership with

Essex County Council



Approved by	Governing Body Priestsic Primary & Nursery
Date Approved	September 2025
Version	1
Review Date	September 2026

SURVEILLANCE RECORDINGS

For use by individuals who wish to requests copies of recordings or images of their personal data held on surveillance equipment

Why is surveillance equipment used?

We use surveillance equipment, such as CCTV as a means of keeping buildings secure and people safe; for both employees and members of the public.

How is the equipment managed?

In each location we will have assessed whether surveillance is the right method for meeting our aims of keeping buildings secure and people safe. We will have thought about the necessary quality of the recordings, where equipment is located and when and what they will be recording.

How will surveillance recordings be used?

Recordings from surveillance equipment are kept securely and only those employees who are authorised and are trained in our procedures are allowed access to them. In the event of incidents where recordings may need to be used as part of an investigation, we will make sure that this is necessary and record the reasons why.

Will surveillance recordings be used by anyone else?

There are occasions when copies of surveillance recordings are given to other organisations (for example, the Police). Whenever we transfer copies of recordings we make sure that the organisation is legally entitled to receive a copy and agrees to treat this information in accordance with Data Protection law.

How long are recordings kept?

We hold recordings for [30 days] at which point the recordings are recorded-over, degaussed (a process which wipes the content of a tape) or destroyed securely – in any event the content is no longer usable.

How can I access recordings?

Under the Data Protection Act, and from May 2016, The General Data Protection Regulations, you have the right to access personal information that is held about you. Surveillance recordings are included under this right. To make an access request you must provide relevant identification documents as follows:

- *Proof of Identity:* Driving License, Passport, Birth/Marriage Certificate or Benefit Book

- *Proof of Address:* A current utility bill or a 'proof of identity' document containing your address
- *Proof of Likeness:* A current accurate photograph of you in order for you to be correctly identified on video images

You may complete the form overleaf and hand-in to a reception point, or write to us with all the required information at the following address:

Priestsic Primary & Nursery School
Park Street
Sutton in Ashfield
Notts

Please be aware that where others are present in surveillance images it will be necessary to alter the images to hide their identities unless they have given permission or the request forms part of a police investigation.

SURVEILLANCE RECORDINGS

Please complete this form with the relevant details to enable us to successfully process your request

1. Personal details of the person to whom the request relates (The 'Data Subject'):			
Mr/Mrs/Miss:	First Name(s):	Surname:	
Present address:		Date of Birth:	
Gender:		Phone Number:	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Email address:			

2. Details of the information required:	
Please provide us with accurate information about the images you wish to view	
Date(s):	Time(s):
Location:	
Description of Incident:	

3. Declaration of the Data Subject or person acting on behalf of the Data Subject

a) I confirm that I am the Data Subject and not someone acting on his/ her behalf and have submitted the necessary proof of my identity with this form

Signed:

Date:

b) I confirm that I am acting on behalf of the Data Subject and have submitted proof of my authority to do so with this form

Mr/Mrs/Miss:

First Name(s):

Surname:

Present address:

Phone Number:

Email address:

Signed:

Date:

We are committed to the principles of the Data Protection Act 2018 and General Data Protection Regulations (2016). As such the information you have supplied on this form will be used only for the purposes of managing this access request.