

What is the service being provided?	Ensuring school premises are a safe environment for children, school employees, parents/carers and visitors. Data is held via the use of CCTV, Security ID Cards, Visitor registration, Employee and Governor reception photograph displays		
What personal data do we need from you?	<ul style="list-style-type: none"> · Personal Images · Names · Organisations · Car Registrations 		
Who will be using your Personal Data?	Who is the Data Controller ?	Stewards Academy Trust	
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council).	
	Are there any Data Processors ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Who are they?	<p>CCTV: The CCTV operator can only access the system when on-site completing maintenance work to the system. Remote access is currently not possible.</p> <p>Visitor Registration: Currently held in an on-site visitors' book</p>	
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):	Public safety and prevention of crime	
	The Legal Condition (s):	<ul style="list-style-type: none"> · Task in the Public Interest (Public Safety) 	
Who else might we share your data with?	Police or other certified investigators		
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	NO		
How long will your data be kept?	When will it stop being used?	<p>CCTV: Standard period is 30 days.</p> <p>May be retained for a longer period if imagery is required for evidential purposes</p> <p>Visitor Data: Once the visit has concluded</p>	
	How long after this will it be deleted?	<p>CCTV: As above</p> <p>Visitor Data: Will be held until the visitors' book is complete plus 6 years – secure disposal</p>	

Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:			Public Safety				
	This is what could happen if you refused to let us use your data for this purpose:			Not applicable				
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016								
The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address	Stewards Academy Parnall Road Harlow CM18 7NQ							
Email	admin@stewardsacademy.org							
Phone Number	01279 421951							
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number	0303 123 1113							