



## TELEPHONE RECORDINGS, MEETING TRANSCRIPTS AND CCTV PRIVACY NOTICE

### **Introduction**

This privacy notice outlines how the Trust collects, stores, and uses personal data through telephone recordings, meeting transcripts, CCTV systems, and our sign-in procedures. It applies to all individuals who interact with the Trust, including staff, governors, volunteers, pupils, parents, carers, contractors, and visitors.

### **Telephone call recordings**

Outgoing and incoming calls to the main telephone lines may be recorded for training and monitoring purposes. This does not apply to calls made from or to work mobile phones.

The data collected includes:

- caller ID
- date and time of the call
- call duration
- an audio recording

The data is stored securely within the Trust's on-site servers in addition to service providers cloud solutions. Access is restricted to authorised personnel, including the Trust Executive team, school Headteachers, members of the Senior Leadership Team (SLT), and our IT Technicians.

The recordings are retained for up to 28 days unless we are required to retain for longer in the event of an investigation or for legal purposes.

### **Meeting transcripts**

Meetings may be transcribed to support accurate record-keeping, improve time management, and ensure transparency.

The following meetings will be within scope of recording:

- parent-teacher meetings
- re-integration meetings
- exclusion and complaint panels

- disciplinary hearings
- internal staff meetings
- EHCP and SEND reviews
- Governing board meetings

Prior to any recording, all attendees will be informed, and a copy of the transcript can be obtained following the meeting if required. The Trust requests that recordings are not taken on attendees' personal devices in accordance with our communication charter unless agreed.

Any information discussed within a meeting will be collected and this may include names, roles, opinions.

Transcripts will be filed appropriately, and records will then be retained in accordance with our retention schedule.

### **CCTV**

CCTV is installed and is subject to appropriate controls, more details can be found in the CCTV policy on the website.

### **Our lawful basis for using the data**

Our legal basis for processing the data as outlined above is public tasks. It is necessary for the Trust to undertake such recordings to perform our functions as an education setting.

### **Other information**

There is more information about how we manage, store and protect data in the data protection policy on our website. This also includes details about how to access your data and how to contact the Information Commissioner or our Data Protection lead if you have a query or concern about how data is being used or retained.

### **Review**

The Trust will update this privacy notice as required and in line with the Trust's policy review schedule. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

### **AMENDMENT RECORD**

<b>Date</b>	<b>Reviewed by</b>	<b>Nature of change</b>	<b>Next review due</b>
5.5.2026	PHP Law/DPO/FAR Committee	New privacy notice.	January 2028 and as required.