

WIL-School Addendum to the Use of CCTV Procedure

This addendum sets out the school specific elements required by the school to comply with the GLT Data Protection Policy and GLT CCTV Use Procedure.

This addendum will be regularly reviewed and was last reviewed on 01.03.2024 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

Sue Attfield

Other members of staff with explicit permission to view CCTV images

- Vanessa Young
- Susannah Jacob
- Clare Vincent
- Colette MacManus
- Aimee Joseph

School Data Protection Lead

Sue Attfield

System Provider

This system is provided by Admiral Security Ltd and operates within a wired system.

Periods of Operation

The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the school does not guarantee that it will be working during these hours. Signage is in place alerting site users that CCTV is in operation.

Length of time Images will be routinely stored

14 Days

Location and type of camera

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
	Front of School	Y	Y	F
	External corner of ICT Suite/Playground	Y	Y	F
	Front Door facing towards car park	Y	Y	F