

Holmleigh Park High 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 1/09/2023 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

Nathan Emery – IT Services

Other members of staff with explicit permission to view CCTV images

- SLT Team
- Heads of Year

School Data Protection Lead

Nathan Emery – IT Services

System Provider

This system is managed by Holmleigh Park High School IT Services, and installed by One Stop Fire and Security and operates via hardwire.

Periods of Operation

The CCTV system is designed to be in operation 24 Hours / All year around, 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

28 Days

Location and type of camera

Camera's are all around and in the building. These don't record sound and we don't install any cameras in the toilets.