



GREENSHAW
LEARNING TRUST



Scott
Scott Medical and Healthcare College



Addendum to the Use of CCTV Procedure

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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 19th January 2023 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Rob Bromidge
- Adam Church
- Lara Gill

Other members of staff with explicit permission to view CCTV images

- Karen Merricks
- Kayleigh Ward

School Data Protection Lead

Kayleigh Ward/Rob Bromidge

System Provider

This system is provided by SMHC IT department and operates wired.

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 | Swivel/Fixed |
|-------------|----------------------|-------|-----------|--------------|
| | | Y/N | Y/N | S/F |
| Internal | SC-FF-Corridor | N | Y | F |
| Internal | SC-FF-Gym | N | Y | F |
| Internal | SC-FF-Gym Corridor | N | Y | F |
| Internal | SC-FF-NorthStairwell | N | Y | F |
| Internal | SC-FF-Toilets | N | Y | F |
| Internal | SC-GF-Atrium | N | Y | F |
| Internal | SC-GF-AtriumTop | N | Y | F |
| Internal; | SC-GF-BackDoor | N | Y | F |
| Internal | SC-GF-RecFront | N | Y | F |
| Internal | SC-GF-SDCCDoor | N | Y | F |

