



Crown Wood Primary School

Addendum to the Use of CCTV Procedure

Crown Wood Primary School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales,
company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1
4AF.

Crown Wood Primary 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, which can be found here:

<https://www.greenshawlearningtrust.co.uk/trust-policies>

This addendum will be regularly reviewed and was last reviewed on 27 September 2023 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system:

Liz Johnson, School Operations Manager

Other members of staff with explicit permission to view CCTV images:

Grant Strudley, Headteacher
Susan Thomas, Deputy Headteacher
Caroline Winchcombe, Deputy Headteacher
Stacy Porter, Administrative Officer
Emma Kerr, Regional Estates Manager
Anthony Crossley, Caretaker
Barrie West, Deputy Site Manager

School Data Protection Lead:

Liz Johnson, School Operations Manager

System Provider:

This system is provided by TSI World Limited and is 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:

Recorded images are stored only for a period of 30 days unless there is a specific purpose for which they are retained for a longer period.

Location and type of cameras:

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
Uvc_g3	Camera 1: School Foyer	Yes	Yes	Fixed
	Camera 2: Main Reception	Yes	Yes	Fixed
	Camera 3: Fire Ex Lift	Yes	Yes	Fixed
Uvc_g3	Camera 4: KS2 Stairwell	Yes	Yes	Fixed
Uvc_g3	Camera 5: Year 6 Fire Exit 1	Yes	Yes	Fixed
Uvc_g3	Camera 6: Year 6 Fire Exit 2	Yes	Yes	Fixed
Uvc_g3	Camera 7: Year 6 Group External	Yes	Yes	Fixed

Uvc_g3	Camera 8: Year 1 Group	Yes	Yes	Fixed
Uvc_g3	Camera 9: Kitchen External	Yes	Yes	Fixed
Uvc_g3	Camera 10: Main Gate	Yes	Yes	Fixed
Uvc_g3	Camera 11: Year 3 External	Yes	Yes	Fixed
Uvc_g3	Camera 12: Staff Barrier	Yes	Yes	Fixed
Uvc_g3	Camera 13: Vehicle Gate	Yes	Yes	Fixed
Uvc_g3	Camera 14: Year 2 External	Yes	Yes	Fixed
Uvc_g3	Camera 15: Hall Doors	Yes	Yes	Fixed
Uvc_g3	Camera 16: Year 1 Entrance	Yes	Yes	Fixed
Uvc_g3	Camera 17: Rear Fence	Yes	Yes	Fixed
Uvc_g3	Camera 18: Side Entrance	Yes	Yes	Fixed
Uvc_g3	Camera 19: Overlooking rear playground outside Nursery	Yes	Yes	Fixed
Uvc_g3	Camera 20: Nursery Gate 1	Yes	Yes	Fixed
Uvc_g3	Camera 21: Nursery Gate 2	Yes	Yes	Fixed
Uvc_g3	Camera 22: Year 6 External	Yes	Yes	Fixed
Uvc_g3	Camera 23: School side of main school entrance	Yes	Yes	Fixed
Uvc_g3	Camera 24: Upstairs, New Build, Office End	Yes	Yes	Fixed
Uvc_g3	Camera 25: Upstairs, New Build, Car Park End	Yes	Yes	Fixed
Uvc_g3	Camera 26: Downstairs, New Build, Office End	Yes	Yes	Fixed
Uvc_g3	Camera 27: Downstairs, New Build, Car Park End	Yes	Yes	Fixed