



# Holmleigh Park High School

## **Addendum to the Use of CCTV Procedure**

Holmleigh Park High School is part of the Greenshaw Learning Trust.  
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4AF.

# 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 21/05/2024 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

- Senior Leadership Team
- Head of Behaviour
- Heads of Year and Deputy 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 per day and 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

There are cameras both inside and outside the building, but they do not capture audio. All of the cameras are in fixed positions. Cameras may be counted multiple times if they serve multiple purposes, ensuring comprehensive coverage for various security and safety needs throughout the building.

Some toilet blocks have open plan hand-washing areas which are adjacent to corridors/communal areas. Some of these open plan areas are covered by CCTV to ensure the areas are not vandalised. The cameras do not cover the toilets themselves, which are in fully enclosed rooms (not cubicles), ensuring students have full privacy.

<b>Cameras</b>	<b>Reason</b>	<b>Cameras</b>	<b>Reason</b>
114	Security	103	Vandalism Prevention
47	Safeguarding	25	Sensitive Areas