

Hunts Grove Primary Academy **Addendum to the Use of CCTV Procedure**

Hunts Grove Primary Academy is part of the Greenshaw Learning Trust.

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Hunts Grove Primary Academy **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 25/6/2024 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

Glenn Philcox

Other members of staff with explicit permission to view CCTV image

Avril Ramsey, Chris Brown

School Data Protection Lead

Glenn Philcox

System Provider

This system is a INTEVO Advanced system provided by tyco Integrated Fire & Security and operates via a wired connection.

Periods of Operation

The CCTV system is designed to be in operation 24 hours a day, 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. The cameras have the ability to record sound, however the DVR is configured to not record audio.

Length of time Images will be routinely stored

30 Days

Location and type of camera

| CAMERA TYPE | LOCATION | SOUND | RECORDING CAPACITY | SWIVEL / FIXED |
|-------------------------|-------------------------|--------------|---------------------------|-----------------------|
| Samsung PTZ | Rear LHS External | Y | Y | S |
| Samsung PTZ | Rear RHS External | Y | Y | S |
| Samsung PTZ | Side Rear RHS External | y | Y | S |
| Samsung PTZ | Side Front RHS External | Y | Y | S |
| Illustra 3 Mini Dome | Internal Main Entrance | Y | Y | F |
| Samsung PTZ | Side Front LHS Extenal | Y | Y | S |
| Illustra 3 Mini Dome | External Hall Fire Exit | Y | Y | F |
| Samsung PTZ | Side Rear LHS Extenal | Y | Y | S |
| Samsung PTZ | Staff Car Park External | Y | Y | S |
| Illustra 3 Fixed Bullet | Staff Car Park Entrance | Y | Y | F |

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|-------------------------|-------------------------|---|---|---|
| Illustra 3 Fixed Bullet | Play Ground | Y | Y | F |
| Samsung PTZ | Front Entrance External | Y | Y | S |