

# Waterwells Primary Academy **Addendum to the Use of CCTV Procedure**

## Waterwells 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.

This addendum will be regularly reviewed and was last reviewed on 01.03.24 by the Headteacher.

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

Phil Smith (site manager)

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

- Headteacher - C.Rawlings
- Assistant Heads of School - N.McKerrow & K.Ralley

### School Data Protection Lead

Headteacher - C.Rawlings

### System Provider

There is no current system provider.

### 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 CAPACITY	SWIVEL / FIXED
1. Dome	Main office (internal)	N	Y	F
2. Dome	Office Foyer (internal)	N	N - OUA	F
3. Dome	Front of school main office (external)	N	N - OUA	S
4. Dome	End of KS1 corridor wall (external - PS/Main pupil entrance)	N	N - OUA	F
5. Dome	End of KS1 building (external - main playground)	N	N - OUA	S
6. Dome	End of KS2 corridor wall (external - field, MUGA)	N	N - OUA	F
7. Dome	End of KS2 building (external - back KS2 )	N	N - OUA	S
8. Dome	Back KS2 wall, POD end (external - back of KS2, pod/field )	N	N - OUA	F

OUA - Out of action

S - Swivel/ sensor