



Scott Medical and Healthcare College **Addendum to the Use of CCTV Procedure**

Scott Medical and Healthcare College 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.

Scott Medical & Healthcare College 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 5th March 2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Rob Bromidge
- Adam Church

Other members of staff with explicit permission to view CCTV images

- Karen Merricks
- Simon Kelly

School Data Protection Lead

Kayleigh King/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

28 days

Location and type of camera

Location	Type	Audio Record	Video Record	Swivel/ Fixed
First Floor Coffee / Study Area	Internal	N	Y	F
FF1 / Gym	Internal	N	Y	F
First Floor Gym Corridor	Internal	N	Y	F
First Floor Stairwell / leading to FF6	Internal	N	Y	F
First Floor Stairwell / leading to FF1	Internal	N	Y	F
First Floor Toilets	Internal	N	Y	F
Ground Floor Atrium towards GF5 / GF6	Internal	N	Y	F

Ground Floor Atrium towards side gate exit	Internal	N	Y	F
Ground Floor Side Gate exit	Internal	N	Y	F
Front Reception Doors	Internal	N	Y	F
Ground Floor SDCC / SMHC link	Internal	N	Y	F
Ground Floor Stairwell / Emergency Exit to front of school	Internal	N	Y	F
Ground Floor Toilets	Internal	N	Y	F
SMHC Courtyard	External	N	Y	F
External Front Right towards Somerset Place	External	N	Y	F
External Plant Room / Side Alley	External	N	Y	F
External Fire Exit / Side of Scott towards SDCC entrance	External	N	Y	F
SMHC Rear Gate	External	N	Y	F
Second-floor corridor towards Sixth Form	Internal	N	Y	F
Second Floor Corridor outside SF1	Internal	N	Y	F
Second Floor Stairwell / leading to SF8	Internal	N	Y	F
Second Floor Stairwell / leading to SF2	Internal	N	Y	F
Second Floor Toilets	Internal	N	Y	F
Front of the school seating area	Internal	N	Y	F

Our school operates CCTV, as detailed above, in toilet areas.

We have taken steps to review our justification through a Data Protection Impact Assessment with our Data Controller.

For clarity purposes, the positioning of the CCTV is in the open areas only, ensuring that the view of the CCTV camera does not capture the cubicles or urinals.