



# Coombe Wood School

## **Addendum to the GLT**

## **CCTV Use Procedure**

Coombe Wood 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.

## **Appendix**

### **COOMBE WOOD 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 (both available through the [GLT website](#))

This addendum will be regularly reviewed and was last reviewed on **26.02.25** by the **Headteacher**.

Named member of staff with responsibility for managing the CCTV system

- **Headteacher**

Other members of staff with explicit permission to view CCTV images

- **Senior Leadership Team Members**
- **Premises Manager**
- **Chief Operating Officer**
- **Pastoral Leads**

School Data Protection Lead

- **Headteacher**

#### **System Provider**

Our CCTV system is a closed circuit television (CCTV) system at Coombe Wood School. The system comprises a number of fixed cameras located around the school site. All CCTV recorders are password protected and monitoring is only available to authorised staff. The CCTV system is owned by the school. There is also an additional CCTV system external to the school premises which is owned and managed by Creative Car Park Ltd. This CCTV system is not owned or managed by the school and therefore this policy does not apply in relation to the cameras owned and managed by Creative Car Park Ltd.

#### **Periods of Operation**

The CCTV system is designed to be in operation for 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**

**21 days**

#### **Location and type of camera**

*A table showing the location and type of each camera is available on request - please contact [ndifolco@coombewoodschool.co.uk](mailto:ndifolco@coombewoodschool.co.uk)*

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.