



Wallington County Grammar School

Addendum to the Use of CCTV Procedure

Wallington County Grammar School is part of the Greenshaw Learning Trust.
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Wallington County Grammar **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 13th June 2024 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

Graham Davis

Other members of staff with explicit permission to view CCTV images

All staff on the senior leadership team, all Year Leaders and the Site Manager

School Data Protection Lead

Simon Waters

System Provider

There is a mixture of Axis cameras throughout the main building, with a separate Hikvision system in the sports block. All cameras are wired.

External CCTV is managed by the estates team.

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

Axis = 10 days of retention, Hikvision = 10 days of retention

Location and type of camera

Indoor CCTV				
AXIS - Windows Server NVR				
CAMERA TYPE	LOCATION	SOU ND	RECORDING CAPACITY	SWIVEL / FIXED
		Y/N	Y/N	S/F
M1025	Sports Hall Foyer	N	Y	F
M1054	Canteen 1	Y	Y	F
M1054	Canteen 2	Y	Y	F
M1054	Canteen Door	Y	Y	F
M1054	Drama 2	Y	Y	F
M1054	Sixth Form IT Area	Y	Y	F
M1054	Sixth Form Working Area	Y	Y	F
M1054	Sports Hall Cam 2	Y	Y	F
M1065-L	Reception	Y	Y	F
M0375-V	Exams Office Toilets	Y	Y	F
M0375-V	Maths Toilets	Y	Y	F
M1013	IT Office	N	Y	F
M1013	IT1	N	Y	F
M1013	IT2	N	Y	F
M1013	IT2 2	N	Y	F
Sports Hall - HikVision NVR				
CAMERA TYPE	LOCATION	SOU ND	RECORDING CAPACITY	SWIVEL / FIXED
		Y/N	Y/N	S/F
DS-2CD2725FWD-IZS	Sports Hall - Main Entrance	Y	Y	F
DS-2CD2725FWD-IZS	Sports Hall - PE Front Door	Y	Y	F
DS-2CD2725FWD-IZS	Sports Hall - Corridor	Y	Y	F
DS-2CD2725FWD-IZS	Sports Hall - Corridor 2	Y	Y	F
DS-2CD2725FWD-IZS	Gym - Camera 1	Y	Y	F
DS-2CD2725FWD-IZS	Gym - Camera 2	Y	Y	F
DS-2CD2725FWD-IZS	Gym - Camera 3	Y	Y	F
DS-2CD2725FWD-IZS	Gym - Camera 4	Y	Y	F

	Currently all sound recording is off			
	PE Cameras were bought from Gym/PE budget			
	Record goes back to main Hikvision DVR located in PE			