



Holmleigh Park High School

Addendum to the Use of CCTV Procedure

Holmleigh Park High 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.

GLT School Appendix to the Use of CCTV Procedure

This appendix was reviewed by School Pro and the GLT Data Protection Officer - January 2025.

Holmleigh Park High 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 07/03/2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Nathan Emery – IT Services

Other members of staff with explicit permission to view CCTV images

- Senior Leadership Team
- Head of Behaviour
- Heads of Year and Deputy Heads of Year

School Data Protection Lead

- Nathan Emery – IT Services

System Provider

This system is managed by Holmleigh Park High School IT Services, and installed by One Stop Fire and Security and operates via hardwire.

Periods of Operation

The CCTV system is designed to be in operation 24 hours per day and all year around, 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 [A table showing the location and type of each camera is available on request - please contact n.emery@hphigh.co.uk]

Cameras	Reason	Cameras	Reason
114	Security	103	Vandalism Prevention
47	Safeguarding	17	Sensitive Areas

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.