

# Hunts Grove Primary Academy **Addendum to the Use of CCTV Procedure**

Hunts Grove Primary Academy is part of the Greenshaw Learning Trust.

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## **Appendix**

### **Hunts Grove Primary Academy 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 4/3/025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Glenn Philcox

Other members of staff with explicit permission to view CCTV images

- Avril Ramsey
- Chris Brown

School Data Protection Lead

- Glenn Philcox

#### **System Provider**

This system is a INTEVO Advanced system provided by tyco Integrated Fire & Security and operates via a wired connection.

#### **Periods of Operation**

The CCTV system is designed to be in operation 24 hours a day, 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. The cameras have the ability to record sound, however the DVR is configured to not record audio.

#### **Length of time Images will be routinely stored**

30 days

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

CAMERA TYPE	LOCATION	SOUND RECORDING CAPACITY (Y/N)	SWIVEL / FIXED
Samsung PTZ	Rear LHS External	Y	S
Samsung PTZ	Rear RHS External	Y	S
Samsung PTZ	Side Rear RHS External	Y	S
Samsung PTZ	Side Front RHS External	Y	S
Illustra 3 Mni Dome	Internal Main Entrance	Y	F

<b>Samsung PTZ</b>	<b>Side Front LHS External</b>	<b>Y</b>	<b>S</b>
<b>Illustra 3 Mini Dome</b>	<b>External Hall Fire Exit</b>	<b>Y</b>	<b>F</b>
<b>Samsung PTZ</b>	<b>Side Rear LHS External</b>	<b>Y</b>	<b>S</b>
<b>Samsung PTZ</b>	<b>Staff Car Park External</b>	<b>Y</b>	<b>S</b>
<b>Illustra 3 Fixed Bullet</b>	<b>Staff Car Park Entrance</b>	<b>Y</b>	<b>F</b>