



COMMITTED TO  
EXCELLENCE

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GREENSHAW HIGH SCHOOL

# Greenshaw High School

## **Addendum to the Use of CCTV Procedure**

Greenshaw 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.

## **Appendix**

### **Greenshaw 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 11th March 2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Prashanth Rahulan

Other members of staff with explicit permission to view CCTV images

- Way Wan
- Ming Choi Fong
- George Bligh
- Caroline Budd
- Michelle Halifax
- All members of the senior leadership team
- All Pastoral Heads and Deputy's
- The school's Safeguarding team

School Data Protection Lead

- Alex Bingham

### **System Provider**

Our CCTV system is provided by Seecam Limited and operates wired. Signals shall be encrypted to prevent interception.

### **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**

6 months

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

CAMERA TYPE	LOCATION	SOUND RECORDING CAPACITY (Y/N)	SWIVEL / FIXED
<b>3 megapixel Dual streaming HD mini dome camera</b>	<b>All internal locations (please see attached map)</b>	<b>xx</b>	<b>xx</b>
<b>3 megapixel Dual streaming HD bullet camera</b>	All external locations (please see attached map)		

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.