



Brakenhale School

Addendum to the Use of CCTV Procedure

Brakenhale 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

The Brakenhale 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 19.03.2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Mike Murray

Other members of staff with explicit permission to view CCTV images

- SLT ; Site manager; operations coordinator

School Data Protection Lead

- Mike Murray

System Provider

Our CCTV system is provided by Vocosa Company and operates wired.

Periods of Operation

The CCTV system is designed to be in operation for 24 hours of each 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.

Length of time Images will be routinely stored

14 days

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.