



Henley Bank High School

Addendum to the Use of CCTV Procedure

Henley Bank 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.

Appendix

Henley Bank 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 06/03/2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Michael James Brewis – IT manager

Other members of staff with explicit permission to view CCTV images

- Head teacher and Head of School
- Reception (Janet Phelps, Carol Webb, Becki Howard, Louise Calienda, Lauren Edgeworth)
- Safeguarding Team
- Heads of Year
- SLT
- OT Services
- Site team
- Halo Fitness – Sports Centre Cameras ONLY

School Data Protection Lead

- Michelle Trigg

System Provider

Our CCTV system is provided by MJ Security Company and operates wired. MJS Security have no remote access to the CCTV system.

Periods of Operation

The CCTV system is designed to be in operation for 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

7 – 14 days

Location and type of camera

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
IP Based	Learning Hub x2	N	Y	F
IP Based	ICT 1	N	Y	F

IP Based	ICT 2	N	Y	F
IP Based	ICT 3	N	Y	F
IP Based	Exams Room	N	Y	F
IP Based	DT Corridor	N	Y	F
IP Based	Back Mill Corridor	N	Y	F
IP Based	Mill Side Corridor	N	Y	F
IP Based	The Mill	N	Y	F
IP Based	Science Open Area x2	N	Y	F
IP Based	Maths Corridor #1	N	Y	F
IP Based	Maths Corridor #2	N	Y	F
IP Based	Science Stairwell A	N	Y	F
IP Based	Science Stairwell B	N	Y	F
IP Based	Science Corridor Prep Room	N	Y	F
IP Based	Science Corridor Stairwell	N	Y	F
IP Based	Science Corridor S1,S2	N	Y	F
IP Based	SuperLab x2	N	Y	F
IP Based	Science External (Car park facing)	N	Y	F
IP Based	DT External (Facing Mill Fire Exit)	N	Y	S
IP Based	English Block Lobby	N	Y	F
IP Based	English Block StairWell Upper	N	Y	F
IP Based	English Block Upper Corridor	N	Y	F
IP Based	Canteen x2	N	Y	F
IP Based	Canteen Corridor (Outside PE Office)	N	Y	F
IP Based	Canteen Corridor (Facing water fountains)	N	Y	F
IP Based	Sports Centre Gate	N	Y	F
IP Based	Main Building Stairwell A Upper	N	Y	F
IP Based	Main Building Stairwell B Upper	N	Y	F
IP Based	Outside Reception (Internal)	N	Y	F
IP Based	H Corridor (Outside Heads Office)	N	Y	F
IP Based	H Corridor (Outside Data Managers Office)	N	Y	F
IP Based	Stairwell B Lower (Facing Lift)	N	Y	F
IP Based	APC	N	N	F
IP Based	APC Corridor	N	N	F
IP Based	Quad	N	Y	F
IP Based	Gym	N	Y	F
IP Based	Gym Corridor	N	Y	F
IP Based	Swimming Pool x2	N	Y	F
IP Based	Front of Sports Centre (over looking car park)	N	Y	F

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.