



# Montpelier Primary School

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

Montpelier Primary 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.

## Montpelier Primary **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 03 March 2025 by the Headteacher.

### **Named member of staff with responsibility for managing the CCTV system**

Paul Farr, IT Manager

### **Other members of staff with explicit permission to view CCTV images**

- Aaron West - Headteacher
- Sam Thomson - Deputy Headteacher
- Danielle Jones - Assistant Headteacher
- Jim Lucas - MPS Site Team
- Christopher Manuell - MPS Site Team
- Nick Mckeegan - Site and Facilities Manager

### **School Data Protection Lead**

Paul Farr - IT Manager

Chris Simpson - Senior Administrator

Aaron West - Headteacher

### **System Provider**

This system is provided by Scutum and is wired.

### **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**

Recorded images are stored only for 42 days unless there is a specific purpose for which they are retained for a longer period.

### Location and type of camera

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
		Y/N	Y/N	S/F
System 1 - HikVision				
DS-2CD2366G2-I U	Camera 1: Lyndhurst Road Gate	N	Y	F
DS-2CD2366G2-I U	Camera 2: Year 6 Fire Exit	N	Y	F
DS-2CD2366G2-I U	Camera 3: Main Entrance Gate	N	Y	F
DS-2CD2366G2-I U	Camera 4: Year 6 Corridor 1	N	Y	F
DS-2CD2366G2-I U	Camera 5: Year 6 Corridor 2	N	Y	F
System 2				
Unbranded	Camera 1: Main Entrance Pirate	N	Y	F
-	Camera 2: No camera	N	Y	F
Unbranded	Camera 3: Car Park	N	Y	F
-	Camera 4: No Camera	N	Y	F
-	Camera 5: No Camera	N	Y	F
UFS-722XC	Camera 6: Park Road Gate	N	Y	F
Unbranded	Camera 7: KS2 Entrance Foyer	N	Y	F
Unbranded	Camera 8: KS2 Corridor Central	N	Y	F
-	Camera 9: No Camera	N	Y	F
-	Camera 10: No Camera	N	Y	F
Unbranded	Camera 11: KS2 Hall External Fire Exit	N	Y	F
UFS-722XC	Camera 12: KS2 Corridor 5P	N	Y	F
Unbranded	Camera 13: Surf Playground	N	Y	F
Unbranded	Camera 14: Adventure Playground	N	Y	F
Unbranded	Camera 15: Ks2 Corridor 5S	N	Y	F
UFS-722XC	Camera 16: Link Corridor - Den	N	Y	F