



# Wildmoor Heath School

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

Wildmoor Heath 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**

### **Wildmoor Heath 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 01.03.25 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Sue Attfield

Other members of staff with explicit permission to view CCTV images

- Vanessa Young
- Susannah Jacob
- Clare Vincent
- Colette MacManus
- Aimee Joseph

School Data Protection Lead

- Sue Attfield

### **System Provider**

Our CCTV system is provided by Admiral Security Ltd and operates within a wired system.

### **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**

14 days

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

CAMERA TYPE	LOCATION	SOUND RECORDING CAPACITY (Y/N)	SWIVEL / FIXED
	Front of school	Y	F
	External corner of playground	Y	F
	Front door facing towards carpark	Y	F