



# Sandy Lane Primary School

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

Sandy Lane Primary School is part of the Greenshaw Learning Trust.  
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4AF.

## **Sandy Lane 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.

This addendum will be regularly reviewed and was last reviewed on 23<sup>rd</sup> February 2024 by the Headteacher.

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

Faye Wilson – Operations Manger

Graham Hyman – Site Caretaker

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

- Neil Davies – Headteacher
- Victoria Amour – Deputy Headteacher
- Imogene Fallis – FSA
- Katie Wade – SENCO

### **School Data Protection Lead**

Faye Wilson – School Operations Manager

### **System Provider**

This system is provided by G4S and operates wired. \* **Periods of Operation**

The CCTV system is designed to be in operation 24hrs each day, 7 days per week, 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**

<b>CAMERA TYPE</b>	<b>LOCATION</b>	<b>SOUND</b>	<b>RECORDING CAPACITY</b>	<b>SWIVEL / FIXED</b>
Analogue domes	By Playstation exit door	N	Y	F
Analogue domes	Year 2 corridor	N	Y	F
Analogue domes	Stairs by fiancé office	N	Y	F
Analogue domes	Main office by small kitchen area	N	Y	F
Analogue domes	Year 3&4 by bottom of stairs	N	Y	F
Analogue domes	Year 4 work bay	N	Y	F
Analogue domes	Outside ICT room on wall opposite door	N	Y	F
Analogue domes	Outside 6 looking back towards year 6 door to upper playground	N	Y	F