



Hillside Primary School

Addendum to the Use of CCTV Procedure

Hillside 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.

Hillside 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 27/2/25 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Stuart White

Other members of staff with explicit permission to view CCTV images

- Rebekah Millward

School Data Protection Lead

- Rebekah Millward

System Provider

Our CCTV system is provided by Severnside Security Company and operates wired.

Periods of Operation

The CCTV system is designed to be in operation for every 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

15 days

Location and type of camera

CAMERA TYPE	LOCATION	SOUND RECORDING CAPACITY (Y/N)	SWIVEL / FIXED
Fixed	Front of school	N	Fixed
Fixed	Rear of school	N	Fixed
Fixed	Rear of school	N	Fixed