



Victor Seymour Infants' School **Addendum to the Use of CCTV Procedure**

Victor Seymour Infants' School is part of the Greenshaw Learning Trust.

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VSI 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 in September 2025 by the Headteacher.

Named member of staff with responsibility for managing the Charging and Maintenance of the CCTV system: Steve McCoy

Other members of staff with explicit permission to view CCTV images: SLT – Sam Morrissy, Marie Wilkinson, Alix Brooker, Emma Gauci; Office - Charlie Gardiner

School Data Protection Lead: Alix Brooker

System Provider

This system is provided by CBRE and operates wirelessly. Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

Periods of Operation

The CCTV system is designed to be in operation 24 hours a 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: 72 hours

Location and type of camera

| CAMERA TYPE | LOCATION | SOUND | RECORDING CAPACITY | SWIVEL / FIXED |
|---------------------------------|---------------------------------|-------|--------------------|----------------|
| Tapo C460 smart security camera | 1 - Main entrance | N | 72hrs | Fixed |
| | 2 - Corridor | | | |
| | 3 - Fruit Corridor | | | |
| | 4 - Pink class corner | | | |
| | 5 - Silver class | | | |
| | 6 - Nursery entrances | | | |
| | 7 - ASC entrance | | | |
| | 8 - LINK / Rainbow door | | | |
| | 9 - Corridor outside Gold class | | | |
| | 10 - Main entrance towards gate | | | |
| | 11 - Car park | | | |
| | 12 - Hall exit / sunshine room | | | |
| | 13 - Lime class corner | | | |
| | 14 - Hall entrance | | | |