



# Barnwood Park School

## **Addendum to the GLT**

## **CCTV Use Procedure**

Barnwood Park 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**

### **Barnwood Park 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 in October 2025 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

Alex Duncan - IT Services Manager

Staff with Live and Playback Access

- Headteacher
- Deputy Headteachers
- Head of Behavior

Staff with explicit permission to view CCTV images via request

- Safeguarding Team
- Site Manager
- Heads of Year
  
- Senior Leadership Team
- IT Services Team

### **School Data Protection Lead**

Mrs Melanie J Jones

### **System Provider**

Our CCTV system is provided by Synology Company and operates on the wired school network.

### **Periods of Operation**

The CCTV system is designed to be in operation for 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.

### **Images will be routinely stored**

for 28 days on the CCTV system, but recordings taken off CCTV will remain in central storage for an appropriate amount of time depending on the reason.

**Location and type of camera** available on request *A table showing the location and type of each camera is available on request - please contact [itsupport@barnwoodpark.co.uk](mailto:itsupport@barnwoodpark.co.uk).*