



Yate Academy

Addendum to the Use of CCTV Procedure

Yate Academy 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.

Yate Academy 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 05.12.2025 by Mr Rakshi.

Named member of staff with responsibility for managing the CCTV system

Ian Lang (Site Security/Installation/Maintenance)

Jason Williams (Software/User Access)

Other members of staff with explicit permission to view CCTV images

- Jason Williams (IT)
- Leo Rawlings (IT)
- Lauren Beckett/Lucy Garmston (Safeguarding)
- Lauren Beckett (Deputy Headteacher)

School Data Protection Lead

- Jenna Jessup (Data Manager)

System Provider

This system is provided by APE Fire & Security and operates wired.

Periods of Operation

The CCTV system is designed to be in operation continuously, 24 hours a day throughout 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	SWIVEL / FIXED
	(Compass direction refers to location of camera relative to centre of building)	Y/N	Y/N	S/F
HikVision IP Camera	Ext - Car Park - East	N	Y	F
HikVision IP Camera	Ext - Car Park 2 - East	N	Y	F
HikVision IP Camera	Ext - Car Park 3 - East	N	Y	S

HikVision IP Camera	Ext - Side Gate - North	N	Y	F
HikVision IP Camera	Ext - Dining Hall - North	N	Y	S
HikVision IP Camera	Ext - Dining Hall - West	N	Y	F
HikVision IP Camera	Ext - Bicycle Storage - East	N	Y	F
HikVision IP Camera	Ext - Bicycle Storage 2 - East	N	Y	F
HikVision IP Camera	Ext - Main Gate - East	N	Y	F
HikVision IP Camera	Ext - Main Gate 2 - East	N	Y	F
HikVision IP Camera	Ext - Science Block - East	N	Y	F
HikVision IP Camera	Ext - Side Path - South	N	Y	F
HikVision IP Camera	Ext - Early Help - West	N	Y	S
HikVision IP Camera	Int - Main Entrance - North	N	Y	F
HikVision IP Camera	Int - Main Entrance 2 - South	N	Y	F
HikVision IP Camera	Int - Sixth Form Entrance - East	N	Y	F
HikVision IP Camera	Int - Side Gate Entrance - North	N	Y	F

HikVision IP Camera	Int - Dining Hall Entrance - West	N	Y	F
HikVision IP Camera	Int - Dining Hall - West	N	Y	F
HikVision IP Camera	Int - Main Stairs Top - West	N	Y	F

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