



Woodlands Primary School

Addendum to the Use of CCTV Procedure

Woodlands 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.

Woodlands 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 29/06/2026 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Sumit Ajaypal - IT Manager
- Stuart Lawrenson-Hinde - IT Technician

Other members of staff with explicit permission to view CCTV images

- Rachel Dean - Headteacher
- Hayley Tunnaclyffe - Deputy Headteacher
- Santa Formoso - Assistant Headteacher

System Provider

Our CCTV system is provided by TET Limited Company and operates wired.

Periods of Operation

The CCTV system is designed to be in operation between the hours of or 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.

Length of time Images will be routinely stored

30 days

Location and type of camera

- **Inside School - Internal**

Camera No.	CAMERA TYPE	LOCATION	SOUND RECORDING CAPACITY	SWIVEL / FIXED
1	UVC-G5-Turret-Ultra-B	Main Entrance	No	Fixed
2	UVC-G5-Turret-Ultra-B	Printer & KS2 Hall	No	Fixed
3	UVC-G5-Turret-Ultra-B	Dining Hall	No	Fixed
4	UVC-G5-Turret-Ultra-B	Outside Staff Room	No	Fixed
5	UVC-G5-Turret-Ultra-B	Near Team Mulberry Classroom	No	Fixed
6	UVC-G5-Turret-Ultra-B	First Floor - Store Area	No	Fixed
7	UVC-G5-Turret-Ultra-B	Corridor Area - Chestnut Classroom		
8	UVC-G5-Turret-Ultra-B	Main Entrance to	No	Fixed

		KS1 Hall Area		
9	UVC-G5-Turret-Ultra-B	IT Server Room to Nursery Area	No	Fixed
10	UVC-G5-Turret-Ultra-B	Food Tech to Reception Classroom	No	Fixed
11	UVC-G5-Turret-Ultra-B	SEN Office Area	No	Fixed
12	G6 180	KS2 Hall	No	Fixed
13	G6 180	KS1 Hall	No	Fixed
14	UVC-G5-Turret-Ultra-B	Reception	No	Fixed

- **Outside - External Camera**

Camera No.	CAMERA TYPE	LOCATION	SOUND RECORDING CAPACITY	SWIVEL / FIXED
12	UVC-G5-Turret-Ultra-B	Staff Car Parking	No	Fixed
13	UVC-G5-Turret-Ultra-B	KS2 - Sycamore class	No	Fixed
14	UVC-G5-Turret-Ultra-B	Holly Class Courtyard	No	Fixed
15	UVC-G5-Turret-Ultra-B	Holly Class (Corner)	No	Fixed
16	UVC-G5-Turret-Ultra-B	Boiler Area	No	Fixed
17	UVC-G5-Turret-Ultra-B	Holly Class (Alternate Corner)	No	Fixed
18	UVC-G5-Turret-Ultra-B	Saplings Class (Wall)	No	Fixed
19	UVC-G5-Turret-Ultra-B	Basil Class (Corner)	No	Fixed
20	UVC-G5-Turret-Ultra-B	Nurture Classroom	No	Fixed
21	UVC-G5-Turret-Ultra-B	YR Cherry	No	Fixed
22	UVC-G5-Turret-Ultra-B	YN Seedlings	No	Fixed

A table showing the location and type of each camera is available on request - please contact admin@woodlandsprimary.co.uk.