

**The Greenshaw Learning Trust CCTV Use Procedure can be found in the Trust Policies area of their Document Zone:**

<https://www.greenshawlearningtrust.co.uk/trust-policies>

### **Brakenhale 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 on 04/11/2022 by the Headteacher.

#### **Named member of staff with responsibility for managing the CCTV system**

- Mike Murray (Network Manager)

#### **Other members of staff with explicit permission to view CCTV images**

- Amy Peacock (Facilities Manager)
- Lynda Theal (Pastoral Admin)
- Bhav Tailor (Headteacher)
- Hannah Whitaker-Flower (Deputy Headteacher)
- Brett Coley (Deputy Headteacher)
- Alex Smith (Deputy Headteacher)
- Gemma Powell (Assistant Headteacher)
- Rachel Lister (Assistant Headteacher)
- Adam George (Associate Assistant Headteacher)
- Phil McKane (Associate Assistant Headteacher)
- Olivia Hughes (Associate Assistant Headteacher)
- Wendy Avis (IT Technician)

#### **School Data Protection Lead**

- Mike Murray

#### **System Provider**

This system is provided by Hikvision and operates with wired cameras.

#### **Periods of Operation**

The CCTV system is designed to be in operation 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**

<b>CAMERA TYPE</b>	<b>LOCATION</b>	<b>SOUND</b>	<b>RECORDING CAPACITY</b>	<b>SWIVEL / FIXED</b>
ANPR Bullet Camera	Front Carpark Entrance	No	Yes	Fixed
IP Dome Camera	Main Building External Bin Store	No	Yes	Fixed
IP Dome Camera	Canteen Centre	No	Yes	Fixed
IP Dome Camera	Canteen Front	No	Yes	Fixed
IP Dome Camera	Canteen North	No	Yes	Fixed
IP Dome Camera	Canteen South	No	Yes	Fixed
IP Dome Camera	Front Carpark (01)	No	Yes	Fixed
IP Dome Camera	Front Carpark (02)	No	Yes	Fixed
IP Dome Camera	Front Carpark (03)	No	Yes	Fixed
IP Dome Camera	Front Carpark (04)	No	Yes	Fixed
IP Dome Camera	Main Building SW Corner (External)	No	Yes	Fixed
IP Dome Camera	Atrium Conference Room	No	Yes	Fixed
IP Dome Camera	Main Building Coningsby Carpark (01)	No	Yes	Fixed
Bullet Camera	Main Building Coningsby Carpark (02)	No	Yes	Fixed
IP Dome Camera	Main Building Corridor First Floor (Centre)	No	Yes	Fixed
IP Dome Camera	Main Building Corridor First Floor (North)	No	Yes	Fixed
IP Dome Camera	Main Building Corridor First Floor (South)	No	Yes	Fixed
IP Dome Camera	Main Building Corridor Ground Floor (South)	No	Yes	Fixed
IP Dome Camera	Main Building Corridor Second Floor (Central)	No	Yes	Fixed
IP Dome Camera	Main Building Corridor Second Floor (Centre 2)	No	Yes	Fixed
IP Dome Camera	Main Building Corridor Second Floor (North)	No	Yes	Fixed
IP Dome Camera	Main Building Corridor Second Floor (South)	No	Yes	Fixed
IP Dome Camera	Tennis Courts (01)	No	Yes	Fixed
IP Dome Camera	Tennis Courts (02)	No	Yes	Fixed
IP Dome Camera	Main Building SE Corner (External)	No	Yes	Fixed
IP Dome Camera	Main Courtyard (North)	No	Yes	Fixed
IP Dome Camera	IT Stairs/Drama Studio	No	Yes	Fixed
IP Dome Camera	Main Building North (External)	No	Yes	Fixed
IP Dome Camera	Main Building NE side (External)	No	Yes	Fixed
IP Dome Camera	Gym	No	Yes	Fixed
IP Dome Camera	IT Stairs (East)	No	Yes	Fixed
IP Dome Camera	IT Stairs (West)	No	Yes	Fixed
IP Dome Camera	Main Building Lockers (Second Floor)	No	Yes	Fixed
IP Dome Camera	Main Building Lockers (First Floor)	No	Yes	Fixed



IP Dome Camera	Main Building External Lockers	No	Yes	Fixed
IP Dome Camera	LRC (North)	No	Yes	Fixed
IP Dome Camera	LRC (South)	No	Yes	Fixed
IP Dome Camera	Main Gate	No	Yes	Fixed
IP Dome Camera	Main Hall	No	Yes	Fixed
IP Dome Camera	Movement Studio Entrance	No	Yes	Fixed
IP Dome Camera	MUGA Courts 01	No	Yes	Fixed
IP Dome Camera	MUGA Courts 02	No	Yes	Fixed
IP Dome Camera	PE Changing Rooms Entrance	No	Yes	Fixed
IP Dome Camera	Main Reception 1	No	Yes	Fixed
IP Dome Camera	Main Reception 2	No	Yes	Fixed
IP Dome Camera	Bike Sheds Courtyard	No	Yes	Fixed
IP Dome Camera	Main Building Stairs First Floor (Central)	No	Yes	Fixed
IP Dome Camera	Main Building Stairs First Floor (North)	No	Yes	Fixed
IP Dome Camera	IP Dome Camera Main Building Stairs First Floor (South)	No	Yes	Fixed
IP Dome Camera	Main Building Stairs Ground Floor (North)	No	Yes	Fixed
IP Dome Camera	Main Building Stairs Ground Floor (South)	No	Yes	Fixed
IP Dome Camera	Main Building Stairs Ground Floor (South)	No	Yes	Fixed
IP Dome Camera	Main Building Stairs Second Floor (Central)	No	Yes	Fixed
IP Dome Camera	Main Building Stairs Second Floor (North)	No	Yes	Fixed
IP Dome Camera	Main Building Toilet First Floor (North)	No	Yes	Fixed
IP Dome Camera	Main Building Toilet First Floor (South)	No	Yes	Fixed
IP Dome Camera	Main Building Toilet Ground Floor (North)	No	Yes	Fixed
IP Dome Camera	Main Building Toilet Ground Floor (North 2)	No	Yes	Fixed
IP Dome Camera	Main Building Toilet Ground Floor (South)	No	Yes	Fixed
IP Dome Camera	Main Building Toilet PE/PA Building	No	Yes	Fixed
IP Dome Camera	Main Building Toilet Second Floor (North)	No	Yes	Fixed
IP Dome Camera	Main Building Toilet Second Floor (South)	No	Yes	Fixed
IP Dome Camera	IT Block Year 7 Girls Toilet Entrance	No	Yes	Fixed