



Montpelier Primary School Addendum to the GLT CCTV Use Procedure

Montpelier 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.

This addendum will be regularly reviewed and was last reviewed on 21 February 2024 by the Headteacher.

Named member of staff with responsibility for managing the CCTV system

Paul Farr, IT Manager

Other members of staff with explicit permission to view CCTV images

- Aaron West - Headteacher
- Sam Thomson - Deputy Headteacher
- Danielle Jones - Assistant Headteacher
- Jim Lucas - MPS Site Team
- Christopher Manuell - MPS Site Team
- Nick McKeegan - Site and Facilities Manager

School Data Protection Lead

Paul Farr - IT Manager

Chris Simpson - Senior Administrator

Aaron West - Headteacher

System Provider

This system is provided by Scutum and is wired.

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

Recorded images are stored only for 42 days unless there is a specific purpose for which they are retained for a longer period.

Location and type of camera

| CAMERA TYPE | LOCATION | SOUND | RECORDING CAPACITY | SWIVEL / FIXED |
|----------------------|--|-------|--------------------|----------------|
| | | Y/N | Y/N | S/F |
| System 1 - HikVision | | | | |
| DS-2CD2366G2-IU | Camera 1: Lyndhurst Road Gate | N | Y | F |
| DS-2CD2366G2-IU | Camera 2: Year 6 Fire Exit | N | Y | F |
| DS-2CD2366G2-IU | Camera 3: Main Entrance Gate | N | Y | F |
| DS-2CD2366G2-IU | Camera 4: Year 6 Corridor 1 | N | Y | F |
| DS-2CD2366G2-IU | Camera 5: Year 6 Corridor 2 | N | Y | F |
| System 2 | | | | |
| Unbranded | Camera 1: Main Entrance Pirate | N | Y | F |
| - | Camera 2: No camera | N | Y | F |
| Unbranded | Camera 3: Car Park | N | Y | F |
| - | Camera 4: No Camera | N | Y | F |
| - | Camera 5: No Camera | N | Y | F |
| UFS-722XC | Camera 6: Park Road Gate | N | Y | F |
| Unbranded | Camera 7: KS2 Entrance Foyer | N | Y | F |
| Unbranded | Camera 8: KS2 Corridor Central | N | Y | F |
| - | Camera 9: No Camera | N | Y | F |
| - | Camera 10: No Camera | N | Y | F |
| Unbranded | Camera 11: KS2 Hall External Fire Exit | N | Y | F |
| UFS-722XC | Camera 12: KS2 Corridor 5P | N | Y | F |
| Unbranded | Camera 13: Surf Playground | N | Y | F |
| Unbranded | Camera 14: Adventure Playground | N | Y | F |
| Unbranded | Camera 15: Ks2 Corridor 5S | N | Y | F |
| UFS-722XC | Camera 16: Link Corridor - Den | N | Y | F |