

Henley Bank High 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 Friday 08th September 2023 by Stephen Derry - Head Teacher

Named member of staff with responsibility for managing the CCTV system

Michael Brewis - IT Manager

Other members of staff with explicit permission to view CCTV images

- **Reception** (Carol Webb, Janet Phelps, Louise Calienda and Lauren Edgeworth)
- Stephen Derry (Headteacher)
- **Student Service** (Kian Middleton and Tina Middleton)
- **Heads of Year** (Steve Phelps, Conor Heal and, Mhari Lothian)
- **SLT** (Graham Dakin, Faye Bradbury, Elouise Kay, Fred Derbyshire, Hayley Benfield and Tom Powell)
- **IT Support** (Michael Brewis and Joshua Child)
- **Site Team** (Steve Bishop and James Hunt)
- **Halo Fitness - Sports Centre ONLY** (Matthew Turner, Adrian Clift, Lucy Greenward and Dan Dyson)

School Data Protection Lead

Michelle Trigg

System Provider

This system is provided by MJ Security and SevernSide Security and operates via a wired connection

Periods of Operation

The CCTV system is designed to be in operation 24 hours a day 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

7 days 14 Days

Locations of CCTV on site

Upon request - admin@henleybankhighschool.co.uk