



Henley Bank High School

Henley Bank High School is part of the Greenshaw Learning Trust.
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company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

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 22/02/2024 by Mr Stephen Derry - the Headteacher.

Named member of staff with responsibility for managing the CCTV system

Mr Michael James Brewis – IT Manager

Other members of staff with explicit permission to view CCTV images

- **Reception** (Carol Webb, Janet Phelps, Louise Calienda, Lauren Edgeworth, Jackie Finnegan and Sarah Elrick)
- Stephen Derry (Headteacher)
- **Student Services / Safeguarding Team** (Kian Middleton and Tina Middleton)
- **Heads of Year** (Steve Phelps, Conor Healy and Mhari Lothian)
- **SLT** (Graham Dakin, Faye Bradbury, Elouise Kay, Fred Derbyshire, Hayley Benfield, Tom Powell and Joe Watson)
- **IT Services** (Michael Brewis and Joshua Child)
- **Site Team** (Steve Bishop and James Hunt)
- **Halo Fitness - Sports Centre Cameras ONLY** (Bryony Laws, Adrian Clift, Lucy Greenward and Dan Dyson)

School Data Protection Lead

Miss Michelle Trigg

System Provider

This system is provided by MJ Security and operates via a wired connection. MJS Security have no remote access to the CCTV system.

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

7 days - 14 Days

Location and type of camera

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
IP Based	Learning Hub x2	N	Y	F
IP Based	ICT 1	N	Y	F
IP Based	ICT 2	N	Y	F
IP Based	ICT 3	N	Y	F
IP Based	Exams Room	N	Y	F
IP Based	DT Corridor	N	Y	F
IP Based	Back Mill Corridor	N	Y	F
IP Based	Mill Side Corridor	N	Y	F
IP Based	The Mill	N	Y	F
IP Based	Science Open Area x2	N	Y	F
IP Based	Maths Corridor #1	N	Y	F
IP Based	Maths Corridor #2	N	Y	F
IP Based	Science Stairwell A	N	Y	F
IP Based	Science Stairwell B	N	Y	F
IP Based	Science Corridor Prep Room	N	Y	F
IP Based	Science Corridor Stairwell	N	Y	F
IP Based	Science Corridor S1,S2	N	Y	F
IP Based	SuperLab x2	N	Y	F
IP Based	Science External (Car park facing)	N	Y	F
IP Based	DT External (Facing Mill Fire Exit)	N	Y	S
IP Based	English Block Lobby	N	Y	F
IP Based	English Block StairWell Upper	N	Y	F
IP Based	English Block Upper Corridor	N	Y	F
IP Based	Canteen x2	N	Y	F
IP Based	Canteen Corridor (Outside PE Office)	N	Y	F
IP Based	Canteen Corridor (Facing water fountains)	N	Y	F
IP Based	Sports Centre Gate	N	Y	F
IP Based	Main Building Stairwell A Upper	N	Y	F
IP Based	Main Building Stairwell B Upper	N	Y	F
IP Based	Outside Reception (Internal)	N	Y	F
IP Based	H Corridor (Outside Heads Office)	N	Y	F
IP Based	H Corridor (Outside Data Managers Office)	N	Y	F
IP Based	Stairwell B Lower (Facing Lift)	N	Y	F
IP Based	APC	N	N	F
IP Based	APC Corridor	N	N	F