

Broadwater 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 8th March 2024 by Lizzi Matthews, Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Oliver Whitman

Other members of staff with explicit permission to view CCTV images

- Luke Boothman
- Peter Barnes
- Lizzi Matthews

School Data Protection Lead

- Nathan Smith-Rogers

System Provider

This system is managed internally, the manufacturer of the units is HikVision. Wired Installation.

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

CAMERA TYPE	LOCATION	SOUND	RECORDI NG CAPACIT Y	SWIVEL / FIXED
HikVision	Main Entrance	N	Y	FIXED
HikVision	Science Access Road	N	Y	FIXED
HikVision	Main Drive	N	Y	FIXED
HikVision	Main car park	N	Y	FIXED
HikVision	Upper Playground PE Doors	N	Y	FIXED
HikVision	Upper Area Astro	N	Y	FIXED

HikVision	Netball courts	N	Y	FIXED
HikVision	Wildlife Garden	N	Y	FIXED
HikVision	Hockey Club/Pitches Ceiling by Fitness Suite	N	Y	FIXED
HikVision	Main exit / Minibus	N	Y	FIXED
HikVision	Science Access Road / AWP	N	Y	FIXED
HikVision	End DT /Exit & site garage	N	Y	FIXED
HikVision	End DT / Drama doors	N	Y	FIXED
HikVision	Main Exit	N	Y	FIXED
HikVision	Ext room 3	N	Y	FIXED
HikVision	2nd floor outside 203	N	Y	FIXED
HikVision	2nd floor outside 208	N	Y	FIXED
HikVision	Sports Centre Reception PE IT Office	N	Y	FIXED
HikVision	PE Sports Centre Door	N	Y	FIXED
HikVision	PE Corridor PE IT Office	N	Y	FIXED
HikVision	Main stairs Ground floor	N	Y	FIXED
HikVision	1st Floor Main Stairs	N	Y	FIXED
HikVision	3rd Floor Main Stairs	N	Y	FIXED
HikVision	2nd Floor Main Stairs	N	Y	FIXED
HikVision	Fitness Suite Fire Door Far	N	Y	FIXED
HikVision	Fitness Suite Fire Door Near	N	Y	FIXED
HikVision	Reception Corridor	N	Y	FIXED
HikVision	Reception Glass Doors	N	Y	FIXED
HikVision	Fitness Suite Entrance Near	N	Y	FIXED
HikVision	Fitness Suite Entrance Far	N	Y	FIXED

HikVision	Music Room	N	Y	FIXED
HikVision	Science room 1	N	Y	FIXED
HikVision	Science Corridor	N	Y	FIXED
HikVision	Reception Desk	N	Y	FIXED
HikVision	1st Floor Rear Stairs	N	Y	FIXED
HikVision	ICT Corridor	N	Y	FIXED
HikVision	HE Entrance Inside	N	Y	FIXED
HikVision	2nd Floor Rear Stairs	N	Y	FIXED
HikVision	Sports Hall doors	N	Y	FIXED
HikVision	Library Computer Suite	N	Y	FIXED
HikVision	Library Computer Suite 2	N	Y	FIXED
HikVision	Room 111	N	Y	FIXED
HikVision	Room 8	N	Y	FIXED
HikVision	Room17	N	Y	FIXED
HikVision	Room 14	N	Y	FIXED
HikVision	1st Floor Music	N	Y	FIXED