

Gloucester Academy **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 3rd October 2023 by the Headteacher Phillipa Lewis

Named member of staff with responsibility for managing the CCTV system

Nathan Emery

Other members of staff with explicit permission to view CCTV images

Phillipa Lewis - Headteacher

Robbie Foran - Deputy Headteacher

School Data Protection Lead

Yvonne Lloyd

System Provider

This system is provided by MJ Security and operates wired.

Periods of Operation

The CCTV system is designed to be in operation 24 Hours / All year around, 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

28 days

Location and type of camera

Camara's are all around and in the building. These don't record sound and we don't install any cameras in the toilets.