

## **Tweeddale 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 16<sup>th</sup> November 2022 by the Headteacher.

### **Named member of staff with responsibility for managing the CCTV system**

Mr D Higgs

### **Other members of staff with explicit permission to view CCTV images**

Mrs T Jerrom, Mrs K Hampstead and SLT as determined by Headteacher.

### **School Data Protection Lead**

Mrs K Hampstead

### **System Provider**

This system is provided by P J Harvey 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**

One month

### **Location and type of camera**

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
Hikvision 5MP Turret Camera	Various around the school site	N	Y	F