



The Greenshaw Learning Trust CCTV Use Procedure can be found in the Trust Policies area of their Document Zone: <https://www.greenshawlearningtrust.co.uk/trust-policies>

Park House 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 28/02/2024 the Headteacher.

Named member of staff with responsibility for managing the CCTV system

- Dominic Hinton (IT Manager)

Other members of staff with explicit permission to view CCTV images

- Emily Whewell - Live view stables and carpark
- Becs Newman - Live view Stables, Reception Carpark
- HOYs- Live and Archive access to All Cameras
- SLT - Live and Archive access to All Cameras
- Dominic Hinton - Administrator Access
- Excalibur Comms - Administrator Access

School Data Protection Lead

- Becs Newman

System Provider

This system is provided by Prime Digital and operates with wired cameras.

Mr James King, Headteacher

Park House School, Andover Road, Newbury RG14 6NQ

T: 01635 573911

E: office@parkhouseschool.org

W: www.parkhouseschool.org

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 RECORDING CAPACITY SWIVEL/FIXED

Camera Type	Location	Sound	Recording Capacity	Swivel / Fixed
IP Dome Camera	6 th Form Common Room	No	Yes	Fixed
IP Dome Camera	Astro Pitch 1	No	Yes	Fixed
IP Dome Camera	Astro Pitch 2	No	Yes	Fixed
IP Dome Camera	Astro Pitch Entrance	No	Yes	Fixed
IP Dome Camera	Dance To Humanities	No	Yes	Fixed
IP Dome Camera	DT to Sports Hall	No	Yes	Fixed
IP Dome Camera	DT to Service Rd	No	Yes	Fixed
IP Dome Camera	MFL to Maths	No	Yes	Fixed
IP Dome Camera	Bike and Bin Store	No	Yes	Fixed
IP Dome Camera	Car Park	No	Yes	Fixed
IP Dome Camera	CR3	No	Yes	Fixed
IP Dome Camera	Dining Hall	No	Yes	Fixed
IP Dome Camera	DT to Quad	No	Yes	Fixed
IP Dome Camera	Main Building English Entrance	No	Yes	Fixed

Mr James King, Headteacher

Park House School, Andover Road, Newbury RG14 6NQ

T: 01635 573911 E: office@parkhouseschool.org W: www.parkhouseschool.org

Park House School is proud to be part of the Greenshaw Learning Trust, which is a charitable company limited by guarantee registered in England and Wales.

IP Dome Camera	Main Building English Corridor	No	Yes	Fixed
IP Dome Camera	Main Building Corridor to Gym	No	Yes	Fixed
IP Dome Camera	Humanities 2 Block	No	Yes	Fixed
IP Dome Camera	IT Support Door	No	Yes	Fixed
IP Dome Camera	Library	No	Yes	Fixed
IP Dome Camera	MFL to Library	No	Yes	Fixed
IP Dome Camera	Main Building Entrance	No	Yes	Fixed
IP Dome Camera	Main Building MFL Entrance	No	Yes	Fixed
IP Dome Camera	Maths Building	No	Yes	Fixed
IP Dome Camera	Quad 1	No	Yes	Fixed
IP Dome Camera	Quad 2	No	Yes	Fixed
IP Dome Camera	Reception	No	Yes	Fixed
IP Dome Camera	Science Entrance	No	Yes	Fixed
IP Dome Camera	Sports Hall Entrance	No	Yes	Fixed
IP Dome Camera	Service Road Gate	No	Yes	Fixed
IP Dome Camera	Student Services	No	Yes	Fixed
IP Dome Camera	Warren Road Gate	No	Yes	Fixed
IP Dome Camera	Main Building MFL Corridor	No	Yes	Fixed

Mr James King, Headteacher

Park House School, Andover Road, Newbury RG14 6NQ

T: 01635 573911 E: office@parkhouseschool.org W: www.parkhouseschool.org

Park House School is proud to be part of the Greenshaw Learning Trust, which is a charitable company limited by guarantee registered in England and Wales.