

CCTV POLICY AND PROCEDURE

1. ABOUT THIS POLICY

- 1.1 The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safety of children, staff and visitors to the site. Static and remotely operated cameras enable this purpose, and for quality assurance purposes.
- 1.2 The CCTV system is owned by the Nursery.
- 1.3 The Directors and nursery Management have overall responsibility for the data protection and the implementation of this policy, including keeping it under review.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time in accordance to the changes to the “data protection code of practice for surveillance cameras and personal information” document.

2. OUR POLICY

The policy is in compliance to the “data protection code of practice for surveillance cameras and personal information” document 2014.

- 2.1 To inform all who come onto the Nursery that CCTV is in use.
- 2.2 To ensure the prevention of intrusion of privacy for immediate neighbours.
- 2.3 Images from CCTV will be secure and controlled by the nursery CCTV authorised personnel both Directors. Yasmin Bi, Ahmed Shenwari
- 2.4 To maintain all CCTV equipment in working order.
- 2.5 To manage the output in a responsible way having quality control and replacement arrangements.
- 2.6 To provide retention of images within the stated purpose only as described in paragraph 1.1
- 2.7 To comply with the ‘Freedom of Information Act 2000’

- 2.8 if an issue arises and a parent wishes to view the CCTV recording then this will be agreed with the management and the directors and parent may be given authorisation to view the recording with supervision.
- 2.9 CCTV recordings will be kept for 1 month and will then deleted automatically.
- 3.0 CCTV recordings will be made available to the police and other pertinent authorities without consent of parents if requested as such for child protection reasons.

3. ARRANGEMENT PROCEDURES

- 3.1 All users of the Nursery will be notified of the use of CCTV by appropriate signage throughout the Nursery.
- 3.2 CCTV will also be used by the nursery management for quality monitoring purposes, staff performances will be monitored as unplanned observation to ensure quality practice in children's learning and development and safeguarding purposes.
- 3.3 The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so.
- 3.4 The secure location for viewing live images will be in the Nursery Office and remote access will be available to the Nursery management and the Directors.
- 3.5 Within the purpose of the CCTV system such images may be shared with the Police enforcement agency if deemed necessary by the Nursery Directors.
- 3.6 The images will be digitally recorded on a rolling programme of 28 days.
- 3.7 The system is accessible to the Directors on apps and the Directors have the sole duty to the Data Protection when accessing the cameras the following protocols will be followed
 - 1. Password protected computers.
 - 2. Password lock on the office door where the camera are accessed.
 - 3. All viewing details will be kept every time pre-recording is accessed for any investigation i.e a parent complaint.
 - 4. All details will be kept every time CCTV live recording is accessed of staff observations propose.

4. USER RESPONSIBILITIES

- 4.1 To uphold the arrangements of this policy.
- 4.2 To handle images/data securely and responsibly, within the aims of the Policy. Management authorised to have access needs to be aware that they could be

committing a criminal Offence if they misuse CCTV images.

- 4.3 To uphold the recorded procedure for subject access requests.
- 4.4 To report any breach of procedure to the System Manager, and then to the (ICO) Information Commissioners Office. Data Protection Department.
- 4.5 To attend training / refresher sessions as required.