

# CCTV Policy



## Purpose of the policy

The system has been installed by Dreamland Nurseries with the primary purpose of monitoring:

- Staff interaction with children
- Ensuring children are appropriately cared for
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Nursery Manager
- Facilitate the identification of any activities/event which might warrant further actions or proceedings taken against parents/carers and assist in providing evidence to the Nursery Manager
- Reducing the threat of a child being abducted
- Damaged to the building
- Theft
- Assist in the prevention and detection of crime
- Helping ensure the safety of all the users, staff, children, parents and visitors, consistent with the respect for the individual's privacy
- Deter those having criminal intent

**The CCTV system will not be used to provide images for the world-wide-web or any social media platforms.**

## Who is responsible?

The managers are responsible for the operation of the system for ensuring compliance with this policy. The Nursery management will ensure the nursery complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the Nursery's use of CCTV and how it complies with the Act and is associated with the Nursery's Data Protection policy, the provisions of which should always be adhered to.

## Recording

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for between 5 to 7 days from the date of the recording and they will then automatically overwritten.

## Access

Viewing of the recorded images of CCTV will be restricted to the Nursery Management within the office, the directors via secure remote access, and also to those staff who need to have access in accordance with the purpose of the system. Out of nursery hours, the directors will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a "webcam" facility; parents/carers will not have access to view recordings.

## Identification

As CCTV will be in operation across the nursery, the nursery will ensure that there are prominent signs placed at both entrances. **The signs will:**

- Be clearly visible and readable
- Contain details of the purpose for using CCTV and who to contact about the scheme
- Be an appropriate size, depending on context

## Administration

The data controller has responsibility for the control of images and deciding how the CCTV system is used. The named data controller will be Zeliha Bozkina.

Operators with access to images are aware of the procedures that need to be followed when accessing recorded images.

## Image Storage, Viewing and Retention

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. The recorded images are viewed for monitoring purposes and for the safe movement of persons through designated areas which are identifiable.

The nursery reserves the right to use images captured on CCTV where there is activity that the nursery cannot be expected to ignore such as criminal activity, potential gross misconduct, safeguarding breaches or behaviour which puts others at risk.

Images retained for evidential purposes will be retained in a locked area accessible by the system administrator only. The Data Protection Act does not prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The nursery ensures that images are not retained for longer than is necessary. Once the retention period has expired, the images are removed or erased.

## Disclosure

Disclosure of the recorded images to third parties can only be authorised by the Data Controller.

### **Disclosure will only be granted:**

- If its release is fair to the individuals concerned
- If there is an overriding legal obligation (e.g. information access rights)
- If it is consistent with the purpose for which the system was established
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***Note: Disclosure may be authorised to law enforcement agencies (even if a system was not established to prevent or detect crime), if withholding it would prejudice the prevention or detection of crime.***

All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented.

## Subject Access Requests

Individuals whose images are recorded have a right to view images of themselves and, unless they agree otherwise, to be provided with a copy of the images. If the nursery receives a request under the Data Protection Act it will comply with requests within 40 calendar days of receiving the request. If the nursery receives a request under the Freedom of Information Act it will comply with requests within 20 working days of receiving the request.

As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request.

Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the Data Controller.

***Refusal to disclose images may be appropriate where their release would be:***

- **Likely to cause substantial and unwarranted damage to that individual**
- **To prevent automated decision taking in relation to that individual**

## Maintenance

**The CCTV system is maintained by Dreamland. It is their responsible for ensuring the nursery complies with its responsibilities:**

- Ensuring the date and time references are accurate
- For suitable maintenance and servicing to be undertaken to ensure that clear images are recorded
- To protect cameras from vandalism in order to ensure that they remain in working order
- They must also undertake regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:
  - Its stated purpose
  - The locations
  - The images recorded and documented
  - Storage length
  - Deletion

**Policy Approved By:**

- **Name:** Zeliha Bozkina
- **Position:** Nursery Manager
- **Date:** 02/09/2024