



CCTV Policy

Little Explorers Nursery and Pre-school Ltd is securely monitored by CCTV. We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, we understand that CCTV operators have certain duties and responsibilities to those whose images are caught on camera. The images taken are monitored and recorded and will be used in strict accordance with this policy.

The use of CCTV and the associated images is covered by the Data Protection Act 1989, the Protection of Freedoms Act 2012 and the CCTV code of practice 2008 from the Information Commissioner's Office (ICO).

Purpose

Little Explorers Nursery and Pre-school Ltd uses the CCTV equipment to provide a safer, more secure environment for the children, parents and staff who use our setting; as well as protecting the property and equipment.

Essentially it is used for:

- The prevention, investigation and detection of crime
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
- Safeguarding children, parents, staff and the public's safety
- Monitoring the security of the setting
- Facilitate the identification of any activities/events which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Manager

The system will not be used for the following:

- For covert monitoring of staff
- Providing images for the world-wide-web
- Handing images to a third party, other than the police or officials if deemed necessary, within the compliance of the Data Protection Act 1998
- As a 'webcam' facility for parents to view recordings

Location

The system comprises of fixed cameras, monitor, digital recorder and public information signs.

The cameras are located in those areas where we have identified a need and where other solutions are ineffective. The CCTV system is used solely for the purposes identified above and is not used to routinely monitor staff or student conduct.

No cameras will be hidden from view.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

The monitor and digital recorder is located in a locked cupboard on the second floor and only authorised staff will have a key.

Maintenance

The CCTV system is maintained under an annual maintenance contract that includes periodic inspections

Identification

Signs will be prominently placed at strategic points and at the entrance to the building to notify staff, parents/carers, visitors and members of the public that a CCTV installation is in use.

Type of equipment

The settings standard CCTV cameras record visual images only and do not record sound.

Administration

The role of Data Controller is delegated to the Director and Manager. They have responsibility for the control of images and deciding how the CCTV system is used.

All operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. Access to recorded images is restricted to staff that need to have access in order to achieve the purpose of using the equipment. All access to the medium on which the images are recorded is documented. All employees are aware of the restrictions in relation to access to, and disclosure of 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. Access to live images is restricted to the CCTV operator, and recorded images can only be viewed in a restricted area by approved staff. The recorded images are viewed only when there is suspected criminal activity and not for the purpose of monitoring children, parents, visitors and staff.

Little Explorers Nursery and Pre-school reserves the right to use images captured on CCTV where there is activity that we cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. Images retained for evidential purpose will be retained in a locked area accessible by the systems Data Controller. Where images are retained, the Data Controller will ensure the reason for its retention is recorded, where it is kept, any use of the images and finally when it is destroyed

Recording

Digital recordings are made using a digital recorder operating in real time mode, monitoring the setting continuously 24 hours a day. Images will normally be retained for 30 days from the date of recording, and then automatically recorded over.

Disclosure

Disclosure of the recorded images to third parties can only be authorised by the Data Controllers, and will only be granted:

- If its release is fair to the individual concerned
- If there is an overriding legal obligation
- If it is consistent with the purpose for which the system was established

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

Access to images by a staff member, parent/carer or visitor

CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to the prohibitions on access also covered by the Data Protection Act. They do not have the right of instant access and must abide by the Data Protection Procedures.

A person whose image has been recorded and wishes access to the data must apply in writing to the Data Controller, who will then arrange for a viewing of the images and subsequent discussion of the content. The request to access the data must provide enough detail to allow the operator to identify that they are the subject of the image, and for the operator to locate the images on the system.

The Data Protection Act gives Little Explorers Nursery and Pre-school Ltd the right to refuse a request for a copy of the data. Refusal to disclose images may be appropriate where its release:

- Is likely to cause substantial and unwarranted damage to that individual
- To prevent automated decisions from being taken in relation to that individual
- Could prejudice the prevention or detection of a crime, or the apprehension or prosecution of offenders.

If it is decided that a data subject access request is not to be complied with, the reason will be fully documented and the data subject informed, whenever possible in writing, stating the reasons

If we receive a request under the Data Protection Act it will comply with the request within 40 calendar days of receiving the request. We will charge a fee of £10 for the provision of a copy of the image.

If we receive a request under the Freedom of Information Act it will comply with the request within 20 working days of receiving the request. As a general rule, if the viewer can identify any other person then, 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.

Monitoring and evaluation

We will undertake annual audits, to ensure that the use of the CCTV continues to be justified. The audit includes a review of:

- Its stated purpose
- The location
- The images recorded
- Storage lengths
- Deletion

Little Explorers Nursery and Pre-school Ltd reserve the right to change the use of the CCTV and/or remove the system as it deems appropriate.