



## CCTV Policy

Longscroft Children's Nursery School uses closed circuit television (CCTV) images to monitor the buildings in order to provide a safe and secure environment for children, staff and visitors, and to prevent loss or damage to the property.

The system comprises a number of fixed cameras. The system does not have sound recording capability. The CCTV system is owned and operated by the nursery, the deployment of which is determined by the leadership team. All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

CCTV warning signs will be clearly and prominently displayed at all external entrances to the Nursery School.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Nursery will ensure that the location of equipment is carefully considered to ensure that images captured completely comply with the Data Protection Act.

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

Retention period: CCTV is backed onto the main computer daily and transferred to the hard drive for three months before it is permanently removed.

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Nursery School where those would reasonably need access to the data.

The data may be used within the nursery school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

Complaints and enquiries about the operation of CCTV within the Nursery should be directed to the Manager in the first instance.

This policy was adopted on: 19/08/19

Signed on behalf of the nursery:

Date for review: 19/08/20