

11. Use of CCTV

The nursery CCTV surveillance is intended for the purposes of:

- protecting the nursery building and resources.

The system comprises of **4** fixed cameras. These are placed outside the nursery and the outside of the front of the building and **not** in the toilets or changing areas.

The use of CCTV to control the perimeter of the nursery for security purposes has been deemed to be justified by the nursery management. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation or of antisocial behaviour.

Monitoring

The CCTV is monitored centrally from the owners phone and is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the nursery's use of CCTV and how it complies with the Act. The nursery complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly.

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 operators are trained to understand their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. A copy of this CCTV Policy will be provided on request to staff, parents and visitors to the nursery and will be made available on the website and in the policy file.

Location of cameras

The location of CCTV cameras will also be indicated and adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation. Adequate signage will also be prominently displayed at the entrance to the nursery's property. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location.

Storage and retention

The images captured by the CCTV system are not recorded. CCTV is purely there as a deterrent for potential intruders.

Supervising the access and maintenance of the CCTV System is the responsibility of the registered owner.

Complaints

Complaints and enquiries about the operation of CCTV within the nursery should be directed to

the manager of the nursery in the first instance.

Responsibilities

The manager (or deputy) will:

- Ensure that the use of CCTV systems is implemented in accordance with this policy
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes
- Ensure that all CCTV monitoring systems will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring is consistent with the highest standards and protections
- Review camera locations
- Ensure that the perimeter of view from fixed location cameras conforms to this policy externally
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of “Reasonable Expectation of Privacy”
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics

This policy was adopted on	Signed on behalf of the nursery	Date for review
July 2021	SM Draper	July 2022