



The Village Nursery and Pre-school

384 Stockport Road, Gee Cross, Hyde, Cheshire

SK14 5RY

The Village Nursery & Pre-School CCTV Policy

The Village Nursery & Pre-School recognises that the use of CCTV has become a common feature of our daily lives and we understand that we have a responsibility to those whose images are caught on camera. Closed circuit television (CCTV) is installed at the setting for the purposes of staff, children and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded.

The use of CCTV falls within the scope of the Data Protection Act 1998 ("the 1998 Act"). This code of practice follows the recommendations issued by the Data Protection Commissioner in accordance with powers under Section 51 (3)(b) of the 1998 Act. The business complies with the Information Commissioner's CCTV Code of Practice; this is to ensure it is used responsibly and safeguards both trust and confidence.

Purpose

The nursery may use CCTV equipment for one or more of the following purposes:

- Helping ensure the safety of all the users, staff, children, parents and visitors, consistent with the respect for the individuals privacy
- 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.
- Provide opportunities for staff training
- The prevention, investigation and detection of crime
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
- Monitoring the security of the site

The system **will not** be used:

- To provide recorded images for the world-wide-web.
- To provide images for a third party, other than the Police in the course of their enquiries.

Images captured by the system will be monitored and recorded in the Finance Office, twenty-four hours a day throughout the whole year. Monitors are not visible from outside the office.

It is recognised that images are sensitive material and subject to the provisions of the

Data Protection Act 1998; the **Nursery Manager and Deputy Nursery Manager** are responsible for ensuring day to day compliance with the Act. All tapes will be handled in strict accordance with this policy and the procedures.

Recording

Digital recordings are made using digital video recorders operating in real time mode. Images will normally be retained for five days from the date of recording, and then automatically over written.

Identification

In areas where CCTV is used, the nursery ensures that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area(s).

These signs will:

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

Location

Cameras are located in those areas where the nursery has an identified need (see purpose above). CCTV is provided in the following locations:

- Main entrance to the building – front door
 - Internal door leading onto the corridor at the intercom
 - Entrance to the Pre-school Department
 - Fire exit at the side of the building
 - Corridors – both downstairs and upstairs
 - Baby Room
 - Waddler Room
 - Toddler Room
 - Preppies Room x 2
 - Pre-School Department x 3
- Although every effort has been made to ensure maximum effectiveness of the CCTV system we cannot guarantee that the CCTV will detect every incident taking place within the area of coverage identified and adequate signage will identify where it is in use
 - The nursery does not use the CCTV system for covert monitoring

Type of Equipment

The nursery's standard CCTV cameras record visual images only. The nursery will ensure that the equipment is of a standard to meet the needs of intended purpose.

Administration

The Data Controller's are the **Nursery Manager and Company Directors**. They have responsibility for the control of images and deciding how the CCTV system is used. In the Manager's absence, the Deputy Manager takes over the responsibility.

The nursery has notified the Information Commissioner's Office of both the name of the data controller and the purpose for which the images are used.

Operators and employees with access to images must be aware of the procedures that need to be followed when accessing recorded images. Training is provided to highlight their responsibilities along with the restrictions in relation to access and disclosure of recorded images under the CCTV Code of Practice.

The nursery undertakes regular audits to ensure that the use of CCTV continues to be Justified (See attached checklist). The audit includes a review of:

- It's stated purpose
- The locations
- The images recorded and documented
- Impact on individual's privacy
- Process of responding to individual's requests for copies of their own images
- Storage length
- Deletion
- Regular checks (3 monthly) by our IT support, Tameside Computers

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 Management. The recorded images are viewed for monitoring purposes and for the safe movement of persons through designated areas which are identifiable as previously stated.

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. The length of time that images are retained for evidential purposes will reflect the purposes for recording information. The retention period will be informed by the purpose for which the information is collected and how long it is needed to achieve this purpose. It will not be kept for longer than is necessary, and will be the shortest period necessary to serve the purpose intended. Recorded information will be retained in a locked area accessible by the System Administrator only. 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(s). Disclosure will only be granted:

- If it's 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

Access to images by a staff member, parent/carer or visitor C.C.T.V. 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 C.C.T.V. 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, they must abide by the Data Protection procedures.

A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Nursery Manager.

The Nursery Manager will then arrange for viewing of the images and subsequent discussion of content.

The Data Protection Act gives the Nursery Manager the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of 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 reasons will be fully documented and the data subject informed, whenever possible in writing, stating the reasons.

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

Please refer to the Data Protection Policy for details of how you are expected to handle subject access requests.

Maintenance

The CCTV system is maintained by Tameside Computers Ltd under an annual maintenance contract that includes periodic inspections, which is evidenced in a service report provided by Tameside Computers to the nursery.

The Company Directors are responsible for ensuring the nursery complies with its responsibilities in relation to:

- Location of cameras
- Ensuring the date and time references are accurate
- 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

Signed:

Date:

Next review date: