

SMART KIDS CHILCARE
CCTV POLICY

1. ABOUT THIS POLICY

- 1.1 The building is fitted with Closed Circuit Television (CCTV) which is owned by Smart Kids Nursery and Childcare.
- 1.2 The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safeguarding of children, staff, parents and visitors to the Nursery.
- 1.3 This is an internal system which is not shared online. We are fully committed to comply with the requirements of the Data Protection Act 1998.

2. OUR POLICY WILL:

- 2.1 Inform all who come into the Nursery building that CCTV is in use, by way of signage located at the entrance to the Nursery.
- 2.2 Keep images from CCTV secure and controlled by authorised personnel.
- 2.3 Our CCTV system and equipment will be maintained and kept in good working order.
- 2.4 Comply with the 'Freedom of Information Act 2000'.
- 2.5 This policy is in compliance with the Information Commissioner's Office document 'Data Protection Code of Practice for Surveillance Cameras and Personal Information' v.1.2 (2017).

3. ABOUT THE SYSTEM:

- 3.1 The CCTV system in place has sound recording capability.
- 3.2 The CCTV is monitored centrally from the Nursery Office by the senior management team: Mrs Lynda Hayes, Mr Russell Hayes and Mrs Kayleigh Woodall.
- 3.3 All cameras are static cameras and have been sited so they only capture images relevant to the purposes for which they have been installed, and care will be taken to ensure that reasonable privacy expectations are not violated.
- 3.4 All members of staff have access to details of where the CCTV cameras are situated.
- 3.5 Images that are recorded will be held in a secure location on the system's server, and can only be accessed by those authorised to do so, namely those mentioned above.
- 3.6 The Childcare Practice Manager – Mrs Lynda Hayes, and Mr Russell Hayes, also have the capability for Remote Access viewing.
- 3.7 Within the purpose of the CCTV system such images may be shared with the Police and other external authorities if deemed necessary by management.
- 3.8 The images will be digitally recorded on a rolling programme of 30 days. Unless required for evidence purposes, this retention will automatically overwrite the oldest images.
- 3.9 All staff are aware that they could be committing a criminal offence if they misuse the CCTV system and CCTV images.
- 3.10 CCTV will also be used by the nursery management for quality monitoring purposes, staff performances will be monitored as unplanned observation to ensure quality practice in children's learning and development, and for safeguarding purposes.
- 3.11 This policy does not form part of any employee's contract of employment and Nursery management may amend it at any time in accordance with the changes to the Information Commissioner's Office 'Data Protection Code of Practice for Surveillance Cameras and Personal Information' document.

4. SUBJECT ACCESS REQUESTS

- 4.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 4.2 All requests should be made in writing to the Childcare Practice Manager.
- 4.3 Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example, the date, time and location.
- 4.4 The Nursery will respond to requests within 28 calendar days of receiving the written requests and fee.
- 4.5 A fee of £10 will be charged per request.
- 4.6 The Nursery reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

5. ACCESS TO AND DISCLOSURE OF IMAGES TO THIRD PARTIES

- 5.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as Police, external authorities, and service providers to the Nursery where these would reasonably need access to the data.
- 5.2 The data may be used within the Nursery's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.
- 5.3 Any complaints and enquiries about the operation of CCTV within the Nursery should be directed to the Childcare Practice Manager in the first instance.