

CCTV Policy

CCTV is installed and monitored at Sunny Socks to provide a safer and more secure environment and to protect the nursery business.

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)

The purpose of the CCTV is as follows:

- Safeguarding children, parents, staff and the public's safety
- Monitoring the security of the setting
- The prevention, investigation and detection of crime
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
- To provide opportunities for Staff training

The system will not be used for the following:

- 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

The system comprises of fixed cameras, a digital recorder and public information signs. 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 digital recorder is located in a locked cupboard in the office and the Nursery Leader and Director will have a key. 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. Digital recordings are made using a digital recorder operating in real time mode. Images will normally be retained for 30 days from the date of recording, and then automatically recorded over.

CCTV is provided in the following locations:

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|----------------------------|-------------------|
| ▪ Car Park | ▪ Garden Room |
| ▪ Front Gate and play area | ▪ Play Room |
| ▪ Craft Room | ▪ Baby Sleep room |
| ▪ Sensory Room | ▪ Baby playroom |

- Back door and welly rack area

It is recognized that images are sensitive material and subject to the Data Protection Act 1998; the Director, and Nursery Leader are responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy.

Access to images

Access to images will be restricted to the data controlling officer: The Nursery Leader and in their absence the Director.

Disclosure of recorded material to third parties is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident.
- The CCTV System is a localized system and for internal use only. No images will ever be broadcasted or streamed over the internet to the parents or anyone else.
- Anyone who believes that they have been filmed by C.C.T.V. can ask to see a copy of the data, subject to guidelines covered by the Data Protection Act. They do not have the right of instant access, and can write to the Management for access. The Director/ Nursery Manager will then arrange for viewing of the images in private and subsequent discussion of content
- The Data Protection Act gives the Nursery Leader the right to refuse a written request where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders. If they decide to refuse the request, all reasons will be fully documented and the subject will be informed.