

16.0 CCTV Policy

Mini Vips Nursery & Daycare Ltd is securely monitored by a CCTV surveillance system.

- The CCTV system is owned by the Nursery.
- The Directors and nursery Management have overall responsibility for the data protection and the implementation of this policy, including keeping it under review.
- This policy does not form part of any employee's contract of employment and we may amend it at any time in accordance to the changes to the "data protection code of practice for surveillance cameras and personal information" document.

We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are caught on camera.

The Nursery complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

The System comprises of x8 fixed position cameras, x4 exterior, x1 in the baby sleep room, x1 in the baby room, x1 in the toddler room and x1 in the pre-school room. A monitor, digital hard drive recorder and 2 public information signs. No camera is hidden from view and all will be prevented from focusing on areas of private accommodation. Signs are prominently placed at the entrance and exit points of the site to inform staff, children, parents and visitor that a CCTV installation is in use. The digital recorder and single effectiveness of the limited system it is not possible to guarantee that the system will detect every incident taking place on the site.

Policy

The policy is in compliance to the "data protection code of practice for surveillance cameras and personal information" document 2014.

- To inform all who come onto the Nursery that CCTV is in use.
- To ensure the prevention of intrusion of privacy for immediate neighbours.
- Images from CCTV will be secure and controlled by the nursery CCTV authorised personnel both Directors. Debbie Turner and Laura Holmes
- To maintain all CCTV equipment in working order.
- To manage the output in a responsible way having quality control and replacement arrangements.
- To provide retention of images within the stated purpose only
- To comply with the 'Freedom of Information Act 2000'

Purpose of the System

The system has been installed by the nursery with the primary purpose of monitoring

- Reducing the threat of a child being abducted
- Damaged to the building
- Theft
- Assist in the prevention and detection of crime
- Helping ensure the safety of all the users, staff, children, parents and visitors, consistent with the respect for the individual's privacy
- Deter those having criminal intent

The system will not be used to provide images for the world-wide-web or record any sound.

Recording

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for between 4-6 weeks from the date of the recording and they will then automatically overwritten.

Access

Viewing of the recorded images of CCTV will be restricted to the Nursery Manager within the office, also to those staff who need to have access in accordance with the purpose of the system. Out of nursery hours, the owners will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a "webcam" facility; parents will not have access to view recordings.

- If an issue arises and a parent wishes to view the CCTV recording then this will be agreed with the management and the directors and parent may be given authorisation to view the recording with supervision.
- CCTV recordings will be kept for 4-6 weeks and will then deleted automatically.
- CCTV recordings will be made available to the police and other pertinent authorities without consent of parents if requested as such for child protection reasons.

Arrangement Procedures

- All users of the Nursery will be notified of the use of CCTV by appropriate signage throughout the Nursery.
- The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so.
- The secure location for viewing live images will be in the Nursery Office and remote access will be available to the Nursery management and the Directors.
- Within the purpose of the CCTV system such images may be shared with the Police enforcement agency if deemed necessary by the Nursery Directors.
- The images will be digitally recorded on a rolling programme.
- The system is accessible to the Directors on apps and the Directors have the sole duty to the Data (exterior cameras only)

Protection when accessing the cameras, the following protocols will be followed

1. Password protected computers.
2. Lock on the office door where the cameras are accessed.
3. All details will be kept every time CCTV live recording is accessed.

User Responsibilities

- To uphold the arrangements of this policy.
- To handle images/data securely and responsibly, within the aims of the Policy. Management authorised to have access needs to be aware that they could be committing a criminal Offence if they misuse CCTV images.
- To uphold the recorded procedure for subject access requests.
- To report any breach of procedure to the System Manager, and then to the (ICO) Information Commissioners Office. Data Protection Department.
- To attend training / refresher sessions as required.