

### Purpose of the System

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

- Reviewing accidents and incidents of concern.
- Monitoring staff interaction with children.
- Ensuring children are appropriately cared for.
- Carrying out remote room observations.
- Providing evidence for disciplinary and grievance procedures involving staff.
- Deterring theft and other criminal activity.
- Training of staff.

The CCTV is not to be used for showing parents how their children are getting on at nursery or how they behave at nursery. Parents do not have an automatic right to view CCTV, but they can request access, requests will be assessed on a case-by-case basis, considering both privacy and security.

### Storage and Retention

- Recordings will normally be retained for up to 7 days from the date of the recording and they will then be automatically overwritten.
- Where necessary, footage needed for longer will be copied and stored securely on the Nursery's server.

### Responsibilities

The **Nursery Manager** will be responsible for CCTV operation in the nursery:

- Inform all who come onto the Nursery that CCTV is in use with signs at Entrance.
- Ensure the prevention of intrusion of privacy for immediate neighbours.
- Ensure images from CCTV will be secure and controlled.
- Maintain all CCTV equipment in working order.
- Manage the output in a responsible way.
- Use images within the stated purpose only as described in this policy.

The Nursery Manager is the contact point for access to information and complaints regarding CCTV.

### Access

- Access to live streams and digital recordings from the cameras will be restricted to authorised members of the Senior Management Team **including Assistant/Deputy Managers and Directors**.
- **To maintain the CCTV system the ICT lead and Facilities lead will have access to live streams and digital recordings, but this will be restricted to use for the purposes of maintenance and support for authorised members of the SMT.**
- The cameras will be on during normal opening hours and will be motion activated at other times.
- Access can be obtained on site and remotely on a secured platform.
- Authorised operators with access are aware of the CCTV Code of Conduct and will follow the code when accessing the recorded images.

### **Subject Access Requests**

Individuals have the right to request access to CCTV footage relating to themselves or their children under the Data Protection Act / GDPR. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The nursery reserves the right to refuse access to CCTV footage where this would prejudice the legal rights to privacy and confidentiality of other individuals or jeopardise an on-going investigation. A record of the date of the disclosure along with details of who the information has been provided to (the name of the person and the organisation they represent) and why they required it will be made. Where footage contains images relating to 3rd parties, the nursery will take appropriate steps to mask and protect the identities of those individuals.

Where access is refused then the reasons are documented and the person who made the request is informed in writing within 28 days.

Guidance:

<https://www.gov.uk/government/publications/update-to-surveillance-camera-code/amended-surveillance-camera-code-of-practice-accessible-version>