

Policy Statement

At Tiny Oaks Day Nursery we comply with the Information Commissioner's CCTV Code of Practice; this is to ensure it is used responsibly and safeguards both trust and confidence. The positioning of cameras must not invade privacy of setting users. In order to protect the privacy of children and staff, cameras will not be positioned where exposure of intimate areas are visible in line with Safeguarding procedures.

The use of CCTV and the associated images is covered by the General Data Protection Regulation.

Procedure

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

- The prevention, investigation, and detection of crime.
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
- Safeguarding children, staff, parents, and visitors.
- Monitoring the security of the setting
- Provide opportunities to reflect on staff practice

In order to minimise the safeguarding risk to our users CCTV must be accessed onsite wherever possible.

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

The signs must:

- Be clearly visible and readable
- To inform all visitors who come into the nursery that CCTV is in use.
- 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
- Cameras are located in those areas where the nursery has an identified need. The nursery's CCTV system is used solely for the purposes identified and adequate signage will identify where it is in use
- The nursery does not use the CCTV system for covert monitoring
- The nursery's standard CCTV cameras record visual images only, without audio
- The data controller(Manjeev Khaira) has responsibility for the control of images and deciding how the CCTV system is used.

The nursery must notify 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 risk assessment to ensure that the use of CCTV continues to be justified. The risk assessment should include a review of:

- Its stated purpose
- The locations
- The images recorded and documented
- Storage length
- Deletion
- Appropriate access

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 CCTV data will be strictly limited to authorised operators and will be password protected. The main control facility is kept secure and locked when not in use. The setting's authorised CCTV system operators are: Manjeev Khaira

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 CCTV system operators will only access the secure data for the prescribed purposes above.

The nursery reserves the right to use images captured on CCTV where there is activity that the nursery cannot ignore such as criminal activity, potential gross misconduct, safeguarding breaches or behaviour which puts others at risk. Images retained for evidential purposes will be retained on a hard drive in a locked area accessible by the system administrator only.

The Data Protection Act does not prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The nursery ensures that images are not retained for longer than is necessary (approximately 7 days). Once the retention period has expired, the images are removed or erased.

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If circumstances dictate otherwise, for example, for investigative purposes - the images will be held for as long as it is deemed necessary.

Disclosure

Disclosure of the recorded images to third parties can only be authorised by the Data Controller.

Disclosure will only be granted:

- 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

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 and requests should be in writing.

Maintenance

The nursery director is responsible for ensuring the nursery complies with its responsibilities:

- In relation to guidance on the location of cameras
- Ensuring the date and time references are accurate
- For suitable maintenance and servicing to be undertaken to ensure that clear images are recorded
- To protect cameras from damage and to ensure that they remain in working order

Further guidance

- ICO CCTV Code of Practice-
<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

Linked Policies

Safeguarding Policy

GDPR Policy

This policy was adopted on	Signed on behalf of the nursery	Date for review
16/1/2023	<i>m khaira</i>	16/01/2024