

CCTV POLICY

There are Closed Circuit Television Systems (CCTVS) installed around the outside areas, the main reception area and the corridors of Eastwood Neighbourhood Nursery that operate day and night.

The purpose of these cameras is to:

- Protect the nursery building and its assets, both during and after nursery hours
- Promote the health and safety of children, parents, staff and visitors
- Reduce any incident of crime or anti-social behaviour (including theft and vandalism)
- Support the police in a bid to deter and detect crime
- Assist in identifying, arresting and prosecuting offenders
- Ensure that nursery policies and procedures are respected so that the nursery can be properly managed.

Location of cameras

Eastwood neighbourhood Nursery has selected locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals. Cameras placed so as to record external areas are positioned or blanked out in such a way to prevent or minimise recordings of passers-by or of another person's privacy. The locations of our CCTV cameras are as follows:

- Above the kitchen window facing the front playground
- Above baby room window facing the main entrance gate
- At the rear of the building covering the playground at the back
- In the main entrance corridor
- In the corridor leading to the care rooms

There are no CCTV cameras in any of our care rooms.

Adequate signage will be placed at each location in which a CCTV camera(s) is situated to indicate that CCTV is in operation. All signs will include the name and contact details of the data controller as well as the purpose for which the CCTV camera is in place in each location.

Storage

Eastwood Neighbourhood nursery's GDPR privacy agreement states "we will only retain your personal information for as long as necessary". The images captured by the CCTV system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV system is the responsibility of the Manager. The Manager may delegate the administration of the CCTV system to another staff member. In certain circumstances, the recording may also be viewed by other individuals in order to achieve the objectives set out above

Access

Access to the CCTV system and stored images will be restricted to authorised personnel only. In relevant circumstances, CCTV footage may be accessed:

- By the police where Eastwood Neighbourhood Nursery are required by law to make a report regarding the commission of a suspected crime
- Following a request by the Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on the school site
- To anybody regarding safeguarding
- To assist the Manager in establishing facts in cases of unacceptable behaviour in regards to children, staff, parents, visitors etc.
- To individuals (or their representatives) subject to a court order
- To the nursery's insurance company where the insurance requires proof in order to pursue a claim for damage done to the insured property.

Access requests

On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. it has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may not be released where they can be redacted/made anonymous so that the other person is not identified or identifiable. To exercise their right of access, a data subject must make an application in writing to the Nursery's Manager.

A person should provide all the necessary information to assist Eastwood Neighbourhood Nursery in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over by the nursery.

Responsibilities

The manager will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Eastwood Neighbourhood Nursery
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within Eastwood Neighbourhood Nursery
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring Eastwood Neighbourhood Nursery is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy

- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
- Give consideration to both students and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the nursery and be mindful that no such infringement is likely to take place