



ROMPERS PRIVATE NURSERY CCTV POLICY



Policy Statement:

Rompers is securely monitored by a CCTV surveillance system. The Nursery Manager/Owner is responsible for the operation of the system for ensuring compliance with this policy.

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 use of CCTV and the associated images is covered by the Data Protection Act 2018 and GDPR. This policy outlines the nursery's use of CCTV and how it complies with the Act and is associated with the Nursery's Data Protection policy, the provisions of which should always be adhered to.

The System comprises of fixed position cameras, a monitor, digital hard drive recorder. Cameras are located at strategic points on the premises. No camera is hidden from view. Parents are made aware that CCTV installation is in use through our registration procedure.

UNCRC Articles: 1, 3, 6, 16,17, 25,

Purpose of the System:

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

- Damage 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 internet or record any sound.

Recording:

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously between the hours of 6pm and 7.30pm. Images will normally be retained for between 5 to 7 days 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. Out of nursery hours, the owner will have access to CCTV images via secure remote access to assist in maintaining the security of the premises.