



## **CCTV POLICY**

### **About this policy.**

The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safety of children, staff and visitors to the site.

The Directors and Pre-School 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.

### **Our 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 to Pre-School that CCTV is in use. This will be done during look rounds, through the use of signs on our notice boards and in our rooms and also by parents and staff reading the policies of the Pre-School when they join.

Images from CCTV will be secure and locked away it will only ever be accessed if an incident has taken place and it will only ever be accessed by those authorised to do so. 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 the parent may be given authorisation to view the recording with supervision.

To provide retention of images within the stated purpose only as described in paragraph 1.

To comply with the 'Freedom of Information Act 2000

CCTV recordings will be kept for 14 days 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.

Within the purpose of the CCTV system such images may be shared with the Police enforcement agency if deemed necessary by the Pre School Directors.



**User Responsibilities.**

To uphold the arrangements of this policy.

To handle images/data securely and responsibly, within the aims of the Policy.

To report any breach of procedure to the Directors, and then to the (ICO) Information Commissioners Office. Data Protection Department.

This policy was adopted by Little Squirts Preschool on 1<sup>st</sup> January 2021 (Review date 1<sup>st</sup> Jan 2022)

Signed.....

Name.....

Role.....