

BRANSTON PRE-SCHOOL CENTRE

CCTV POLICY

Branston Pre School Centre is securely monitored by a CCTV surveillance system. The Pre School Manager/Assistant Manager is responsible for the operation of the system and ensuring compliance with this policy. Images are monitored, recorded and used in strict accordance 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 Pre School 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 are covered by the Data Protection Act 1998 and General Data Protection regulation 2018. This policy outlines the use of CCTV and how it complies with the Act.

The System

The system comprises of four fixed position cameras, a digital hard drive recorder and four public information signs. Cameras are located at strategic points of the property. One on the front of the building covering the entrance and drive, One on either side of the building covering the pathway, garages and sheds and the remaining one inside behind the stage to cover our equipment cupboard. No camera is hidden from view. Signs are prominently placed on the gate, entrance and exit points of the site to inform staff, children, parents and visitors that a CCTV installation is in use. The digital recorder and single effectiveness of the limited system is not possible to guarantee that the system will detect every incident taking place on the site.

Purpose of the System

The system has been installed by the Pre School with the primary purpose of monitoring

*Theft

*Damage to the building

- *Assist in the prevention and detection of crime
- *Reducing the threat of a child being abducted
- * Helping to ensure the safety of all 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 world wide web or record any sound.

Recording

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for between four to six weeks from the date of the recording and they will automatically be overwritten.

Access

Viewing of the recorded images of CCTV will be restricted to the Pre School Manager/Assistant Manager within a designated area, and to those staff and village hall committee who need to have access in accordance with the purpose of the system. Out of Pre School hours, the Manager and Assistant Manager will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a webcam facility, parents will not have access to view recordings. Any person who believes that they have been filmed by CCTV can ask to see a copy of the data. Requests to view the recordings must be made in writing to the Pre School Manager, providing details to help identify the person or images on the system. All request are documented and individuals are advised of the ICO code of practice and informed of their right to complain to the ICO if they deem it necessary. CCTV images may also be disclosed for legal reasons for example, crime detection. Once theses images have been given to another organisation, then that organisation must adhere to the data protection Act in their handling of images.