

Findon Village Woodland Preschool

CCTV Policy



Introduction

The purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Findon Village Woodland Preschool.

This policy outlines the Preschool's use of CCTV system under the terms of the Data Protection Act and how it complies with the Act.

The Preschool complies with ICO CCTV Code of Practice to ensure it is used responsibly.

CCTV systems are installed in premises for the purpose of enhancing security of the building and its associated equipment as well as creating a peace of mind among the occupants that, at any one time, a surveillance security system is in operation within and/or in the external surroundings of the premises during [define hours here].

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and trustees of the Preschool and parents will be kept informed of the policy when introduced or any changes are made.

CCTV monitoring will **not** be used in any observation or monitoring of a member of staff's performance.

Scope

This policy applies to all staff employed at Findon Village Woodland Preschool including fixed term, temporary and/or directly employed agency staff.

Purpose

CCTV surveillance at the Findon Village Woodland Preschool is intended for the purposes of:

- protecting Findon Village Woodland Preschool's buildings and assets, both during and after Preschool hours;
- promoting the health, safety and safeguarding of staff, children and visitors as well as for monitoring behaviour;
- preventing bullying
- reducing the incidence of crime and anti-social behaviour (including theft, drug dealing and vandalism);
- supporting the police in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that the school rules are respected so that it can be properly managed.

The system does have sound recording capability.

Responsibilities

The Data Protection Officer will oversee Preschool management to:

- Ensure that the use of CCTV systems is implemented in accordance with this policy.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the school.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensure that the CCTV monitoring 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.
- Maintain a record of access (e.g. an access log) to any material recorded or stored in the system.
- Ensure that monitoring recorded tapes are not duplicated for release.
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- Give consideration to both children and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the Preschool and be mindful that no such infringement is likely to take place.
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"

- Ensure that recordings are stored in a secure place with access by authorised personnel only
- Ensure that images recorded on digital recordings are stored for a period not longer than 30 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil).
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.
- That under certain circumstances, the CCTV footage may be used for training purposes (including staff supervision, staff training etc.) or for parents to view child transitions.

The CCTV system is owned and operated by the governing body, the deployment of which is determined by the Findon Village Woodland Preschool's leadership team.

Data protection

Findon Village Woodland Preschool's CCTV is registered with the Information Commissioner under the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are made aware of their responsibilities in following the CCTV Code of Practice. All employees are aware of the restrictions in relating to access to, and disclosure of recorded images.

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. Findon Village Woodland Preschool complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use.

CCTV warning signs will be clearly and prominently placed at the main external entrance to the Preschool. Signs will contain details of the purpose for using CCTV.

In areas where CCTV is used, the Preschool will ensure that there are prominent signs placed within the controlled area. The planning and design have endeavoured to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies and related legislation. Video monitoring of public areas for security purposes within preschool premises is limited to uses that do not violate the individual's reasonable expectation to privacy. Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of the school or a student attending the school. All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the school.

Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018.

Data protection impact assessment

CCTV has the potential to be privacy intrusive. Findon Village Woodland Preschool will perform a Data Protection Impact Assessment when installing or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary and proportionate and address a pressing need that has been identified.

Location of cameras

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated. Findon Village Woodland Preschool will ensure that the location of equipment is carefully considered to ensure that the images captured comply with the legislation. Findon Village Woodland Preschool will make every effort to position the cameras so that their coverage is restricted to the preschool premises, which includes both indoor and outdoor areas.

Members of staff will have access to details of where CCTV cameras are situated.

CCTV Video Monitoring and Recording of Public Areas may include the following:

- Protection of Preschool buildings and property: The building's perimeter, entrances and exits and storage areas
- Monitoring of Access Control Systems: Monitor and record restricted access areas at entrances to buildings and other areas
- Verification of Security Alarms: Intrusion alarms, exit door controls, external alarms
- Video Patrol of Public Areas: Main entrance/exit gates
- Criminal Investigations (carried out by the police): Robbery, burglary and theft surveillance

Access to CCTV images

Access to recorded images will be restricted to the staff authorised to view them and will not be made widely available. CCTV access requires signing into the CCTV system, the ID and Password of which will be only known to authorised staff.

The CCTV will be monitored via the central control unit and remotely via a secure App as required. Remote access is limited to the management team and only used when preschool is closed in the case of intruder type notifications being received.

It is registered with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act.

All authorised operators and employees with access to images are aware of the procedures to be followed when accessing the recorded images. All operators are trained to understand their responsibilities under the CCTV Code of Practice.

All employees will be aware of the restrictions in relation to access to, and disclosure of, recorded images.

A copy of this CCTV policy will be provided on request to staff, parents and visitors to the preschool and will be made available on the website and in the policy file.

Supervising the access and maintenance of the CCTV System is the responsibility of the Data Protection Officer. They may delegate the administration of the CCTV System to other members of the management team. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

All authorised operators and employees with access to images are aware of the procedures to be followed when accessing the recorded images. All operators are trained to understand their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. A copy of this CCTV policy will be provided on request to staff, parents and visitors to the Preschool and will be made available on the website and in the policy file.

Subject Access Requests (SAR)

Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

Parents may make a Subject Access Request. Prior to sharing any footage, Preschool management will check whether they have parental responsibility for the child they wish to view and note any current safeguarding concerns. The DSL will make a decision about whether sharing the footage is in the best interests of the child and any decision made will be recorded.

If the footage contains images of other people (including staff and children), it will only be disclosed if we have the third party's consent to do so, or if it's reasonable to do so without their consent. Where this isn't the case we will redact the footage to remove or disguise the third

parties wherever possible or provide stills with the identity of third parties blanked out where this is appropriate.

All requests should be made in writing to the Data Protection Officer. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date and location.

The applicant may view the CCTV footage if available.

Findon Village Woodland Preschool will respond to requests within 30 days of receiving the request.

Findon Village Woodland Preschool reserves the right to refuse access to CCTV footage where this would prejudice the data protection rights of other individuals or jeopardise an on-going investigation.

Access and disclosure of images to third parties

There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police.

If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However, very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

Requests for images should be made in writing to the Data Protection Officer.

Policy review

The Data Protection Officer is responsible for monitoring and reviewing this policy. This policy will be reviewed every two years. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim review

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>March 2026</i>	<i>Emily Petitt</i>	<i>March 2027</i>