

CCTV Policy

Woodroyd Nursery is securely monitored by CCTV. The use of the CCTV system within nursery premises is compliant with the Information Commissioner's Office (ICO) CCTV Code of Practice, General Data Protection Regulation (GDPR) and the Data Protect Act.

Woodroyd Nursery uses the CCTV responsibly and safeguards both trust and confidence in its continued use. Organisations have a statutory requirement to notify the Information Commissioner that they are installing CCTV and state clearly and precisely the purpose for which is being used. Woodroyd Nursery have a responsibility to renew the notification annually and to inform of any changes to the use of CCTV.

The use of the CCTV system within the nursery considers its effect on individuals and their privacy, with regular reviews to ensure its use remains justified. There are effective reviews and audit mechanisms implemented to ensure legal requirements, policies and standards are complied with in practice.

Other policies referred to:

- Safeguarding Children Policy
- Visitors Policy
- Disciplinary Policy
- Compliments and Complaints Policy
- Confidentiality Policy
- Whistleblowing Policy Lone Working Policy
- Health and Safety Policy

Cameras are located and positioned to allow visibility of:

- Nursery entrance (internal)
- Nursery corridors
- Pre-school room
- Community Room
- 2-3's Room

There are no cameras situated or positioned in view of children's bathrooms.

Purpose

Woodroyd Nursery uses the CCTV system within the nursery setting to assist in ensuring a safe and secure environment for the benefit of children, staff, parents/carers and visitors; as well as protecting property and equipment.

The CCTV system will be used to:

- Assist in the overall security/safeguarding of individuals, premises and equipment
- Ensure high standards of care are maintained

- Increase learning opportunities for staff
- Facilitate the identification of any incident which may necessitate action being taken including evidence for concerns or allegations
- Act as an effective deterrent against criminal activity, such as vandalism

The system will **not** be used for the following:

- For covert monitoring of staff
- Handing images to a third party, other than the Police or Officials if deemed necessary within the compliance of the Data Protection Act

CCTV System

- The CCTV system comprises of 15 HIKVISION 4K WDR fixed turret cameras located within in corridors and nursery rooms
- Video imaging and audio is saved on the HIKVISION 16 port Network Video Recorder (NVR)
- The system features audio recording and alarm trigger with motion detection, video tampering, network disconnection, IP address conflict, illegal login, HDD full, HDD error
- 24 hours a day, 7 days a week of continuous recording
- The CCTV system is owned and operated by Woodroyd Nursery
- CCTV advisory signs will be clearly and prominently located across nursery

Access to CCTV footage

- Access to recorded images will be restricted to those staff authorised to view them and will not be made widely available. Authorised persons with access to video imaging and audio have sufficient knowledge of Data Protection and GDPR
- The CCTV is monitored centrally and is securely located within the Nursery Management Office where the content can not be viewed by unauthorised persons
- Individuals have the right to request access to CCTV footage relating to themselves under the GDPR. Nursery have the right to decline such request if it breaches the data protections act
- Woodroyd Nursery will seek prompt advice from the Information Commissioner (ICO) where there is uncertainty
- This request must be put in writing which will be assessed by nursery management. Management will endeavour to respond within 30 days of the request being made. Permission must be sought from Management and Board of Trustees

Storage and Retention

- The CCTV system is stored securely in accordance with the Data Protection Act
- Recorded data will not be retained for longer than is necessary
- The Data Protection Act does not prescribe any specific minimum or maximum retention periods. The nursery will only keep the images for as long as necessary to meet the purpose of recording them
- The retention period for stored images recorded by Woodroyd Nursery's CCTV system is 30 days