

Springfields Pre-school Ltd has in place a CCTV surveillance system. Images are monitored and recorded and will be used in strict accordance with this policy. The Directors, along with the Pre-School Managers, are responsible for the operation of the system and for ensuring compliance with this policy and the procedures documented in the Procedures Manual.

Data Protection Act 1998: CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act.

### **The CCTV system**

The system comprises: two fixed position cameras inside, five fixed position cameras outside, monitors, a digital recorder and public information signs. Cameras will be located at strategic points: one camera outside the main entrance, and two cameras on exterior doors and cameras covering play areas. No camera will be hidden from view. Signs will be prominently placed at strategic points and at the entrance to the building to notify staff, parents/carers, visitors and members of the public that a CCTV installation is in use. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

### **Purpose of the system**

The system has been installed by the Pre-School with the primary purpose of protecting the property and equipment. We are also ensuring the safety of the children, staff, parents/carers and visitors consistent with respect for the individual's privacy. These purposes will be achieved by monitoring the system to assist in the prevention and detection of crime. The system will not be used to provide recorded images for the world-wide-web, or to provide images for a third party, other than the Police in the course of their enquiries. Images captured by the system will be monitored in the building and recorded in the office twenty-four hours a day, throughout the whole year. It is recognised that images are sensitive material and subject to the provisions of the Data Protection Act 1998; the Pre-School Supervisor is responsible for ensuring day to day compliance with the Act. All data recordings will be handled in strict accordance with this policy and the procedures. Recording Digital recordings are made using a digital video recorder operating in real time mode. Images will normally be retained for 28 days from the date of recording, and then automatically over written. Access to images will be restricted to the Directors. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident

Access to images by a staff member, parent/carer or visitor CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to the prohibitions on access also covered by the Data Protection Act. They do not have the right of instant access; they must abide by the Data Protection procedures. A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Directors. Springfields Pre-School will then arrange for viewing of the images and subsequent discussion of

content. The Data Protection Act gives the Directors the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders. If it is decided that a data subject access request is not to be complied with, the reasons will be fully documented and the data subject informed, whenever possible in writing, stating the reasons.