



KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

CCTV POLICY

Kingsway Playgroup & Pre-School Centre has in place a CCTV surveillance system. Images are monitored and recorded and will be used in strict accordance with this policy.

The scheme's overall aim is to provide a safer and more secure environment for the benefit of children, parents and staff.

The Directors, along with the Playgroup Manager, are responsible for the operation of the system and for ensuring compliance with this policy

General Data Protection Regulation:

CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the General Data Protection Regulation.

The CCTV system

- The system has cameras in all rooms used by the children (with the exception of toilets) and the outdoor play area
- 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.
- 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 or other enforcing authority in the course of their enquiries.
- Staff members will be made aware that any incident of malpractice captured through the CCTV system may be used as evidence in a disciplinary procedure.
- Images captured by the system will be monitored in the building and recorded in the twenty-four hours a day, throughout the whole year.
- Access to the system can be made remotely through the internet, but only the directors will have this access

Recording

Digital recordings are made using a digital video recorder operating in real time mode. Images will normally be retained for approximately 30 days from the date of recording, and then automatically over written.

Access to images

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
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Prosecution agencies
- 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 General Data Protection Regulation. 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 General Data Protection Regulation. 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, who will then, subject to the paragraph below, arrange for viewing of the images and subsequent discussion of content.

General Data Protection Regulation 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.