



## CCTV

Aspire Day Nursery is securely monitored by CCTV within the children's rooms and garden.

We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, we understand that CCTV operators have certain duties and responsibilities to those whose images are caught on camera. The images taken are monitored and recorded and will be used in strict accordance with this policy.

The use of CCTV and the associated images is covered by the Data Protection Act 1989, the Protection of Freedoms Act 2012 and the CCTV code of practice 2008 from the Information Commissioner's Office (ICO).

### Purpose

Aspire Day Nursery uses the CCTV equipment to provide a safer, more secure environment for the children, parents and staff who use our setting; as well as protecting the property and equipment. Essentially it is used for:

- Monitor the interactions between staff and children
- Observe incidents such as biting and allow closer analysis of such events
- To safeguard the staff against allegations
- To deter those with criminal intent
- Protect against damage to the building or theft
- Reduce the threat of a child being abducted or having an intruder enter

The system will not be used for the following: - For covert monitoring of staff - Providing images for the world-wide-web - Handing images to a third party, other than the police or officials if deemed necessary, within the compliance of the Data Protection Act 1998 - As a 'webcam' facility for parents to view recordings at Aspire Day Nursery.

The footage will not be shared with anyone, apart from in the event of a crime being committed in which case we may be obliged to share the footage with the Police. In the event of an incident occurring such as biting, Management may review the footage within the office and advise parents what has occurred, but no parents shall be able to view the footage as it contains other children and is confidential.

### Location

The system comprises of fixed cameras, monitor, digital recorder and public information signs. The cameras are located in the garden and each children's room. The CCTV system is used solely for the purposes identified above. No cameras will be hidden from view. 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 monitor and digital recorder is located in a locked cupboard in the office.

### Type of equipment

The settings standard CCTV cameras record visual images and record sound.





## Administration

The role of Data Controller is delegated to the Manager and Owner. They have responsibility for the control of images and deciding how the CCTV system is used. All operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. Access to recorded images is restricted to staff that need to have access in order to achieve the purpose of using the equipment. All access to the medium on which the images are recorded is documented. All employees are aware of the restrictions in relation to access to, and disclosure of recorded images.

## Image storage, viewing and retention

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Access to live images is restricted to the CCTV operator, and recorded images can only be viewed in a restricted area by approved staff. The recorded images are viewed only when there is suspected criminal activity and to improve practice. Aspire Day Nursery reserves the right to use images captured on CCTV where there is activity that we cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. Images retained for evidential purpose will be retained in a locked area accessible by the systems Data Controller. Where images are retained, the Data Controller will ensure the reason for its retention is recorded, where it is kept, any use of the images and finally when it is destroyed. Recording Digital recordings are made using a digital recorder operating in real time mode, monitoring the setting continuously 24 hours a day. Images will normally be retained for 2 weeks from the date of recording, and then automatically recorded over.

## Monitoring and evaluation

We will undertake annual audits, to ensure that the use of the CCTV continues to be justified. The audit includes a review of: - Its stated purpose - The location - The images recorded –

## Storage lengths - Deletion

Aspire Day Nursery reserve the right to change the use of the CCTV and/or remove the system as it deems appropriate.

