# **Logo Description automatically generatedLympstone Preschool CCTV Policy**

Lympstone Preschool is securely monitored by a CCTV surveillance system. The Preschool Manager is responsible for the operation of the system and for ensuring the compliance with this policy in line with the GDPR regulations.

We recognise that CCTV has become a common feature of our daily lives and whilst its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images are caught on camera. The Preschool complies with Information Commissioners CCTV Code of Practice to ensure that it is used responsibly and safeguards both trust and confidence in its continued use.

The use of CCTV and its associated images is covered by the Data Protection Act 1998 and GDPR 2018. This policy outlines the Preschools use of CCTV and how it complies with the Data Protection Policy which will be adhered to at all times.

THE SYSTEM comprises of 4 fixed position cameras, a monitor, hard drive recorder and public information signs at either end of the building. Cameras are located at strategic points on the exterior of the premises covering both the front and back play areas and potential entry points to the preschool. No camera is hidden from view and all will be prevented from recording whilst the children are on premises and areas of a private nature such as changing areas/toilets. Signs are predominantly in place in the entrance/exit points of the building to inform staff, children, parents and visitors that CCTV is operational.

The digital recorder and position of cameras will not ensure ALL events will be recorded but the main purpose of the CCTV is to perform security maintenance of the site and so therefore will ONLY RECORD when the site is empty and closed. At all other times 24hrs a day, 365 days a year the cameras will be switched on but NOT RECORDING and will be able to be viewed from a secure monitor in the preschool office by the management team as an additional safeguarding measure for our staff and children whilst in the outdoor play areas.

PURPOSE OF THE SYSTEM is predominantly for security as detailed above and will only record and store images whilst preschool is closed – this will be with a purpose of monitoring and deterring criminal activity/damage to the building and to deter those with criminal intent. These images will NOT be used to provide images for the world wide web or record any sound. Recordings will be automatically overridden after 10-14 days and will ONLY be shared with police if criminal acts have occurred and there is a need to share this information.

The cameras and their viewing (NON RECORDING during preschool opening hours) will ONLY be from a secure office monitor by management staff or staff with the need for access – this will be fully controlled and managed by **Katharine Grabke** the Preschool Manager and Data Controller.

RECORDING

Digital recordings are made using a secure digital video recorder operating in real mode, monitoring the outside areas of the site 24hrs daily (BUT NOT RECORDING) and will record during periods where the preschool is closed for business for security purposes. As previously detailed the images recorded will be automatically overwritten after 10-14days.

ACCESS

Viewing of the images of CCTV will be restricted to the Preschool Management team within the office, and to those staff who need to have access in accordance with the purpose of the system.

All use of the CCTV system and information will be in line with GDPR data protection guidelines and will adhere to data protection policies of the preschool at all times and by all staff members.

This Policy was agreed by Lympstone Preschool Committee Date 22/09/2023