



# CCTV Policy

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Lympstone Preschool recognises 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.

This policy outlines how the Preschool uses CCTV and ensures compliance with the Data Protection Act 2018, UK GDPR, and the Information Commissioner's CCTV Code of Practice. It should be read in conjunction with the Preschool's Data Protection Policy.

## System Description

- 4 fixed position cameras
- A monitor
- Hard drive recorder
- public information signs at either end of the building.

## Purpose of the system

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 predominantly for security 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.

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.

## Restrictions

- Images/videos will not be shared online or shared publicly
- No sound audio is recorded
- Parents do not have access to CCTV footage

## Recording

Digital recordings are made using a secure digital video recorder operating in real mode, monitoring the outside areas of the site 24hrs daily, and will record during periods where the preschool is closed for business for security purposes.

Recordings will be automatically overridden after 30 days and will ONLY be shared with police if criminal acts have occurred and there is a need to share this information.

## Access

Viewing of the CCTV will be restricted to the Preschool Manager and Business manager. Only when criminal acts have been committed will CCTV be access by Police.