



# CCTV POLICY

Abbotsham and Alwington Preschool is securely monitored by a CCTV surveillance system. The Preschool Leader 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 the Information Commissioners CCTV Code of Practice to ensure that it is used responsibly and safeguards all.

The use of CCTV and its associated images is covered by the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (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 3 fixed position cameras, a monitor, hard drive recorder and public information signs at the front of the building and on the undercover door. Cameras are located at strategic points on the exterior of the premises covering both the front entrance the back playground and on the undercover area looking at the front gate, these are all potential entry points to the preschool. No camera is hidden from view and there are no camera in areas of a private nature, such as changing areas/toilets. Signs are predominantly in place at the entrance points of the building to inform staff, children, parents and visitors that CCTV is operational.

The main purpose of the CCTV is for security for our Preschool and will be used for monitoring and deterring criminal activity/damage to the building and to deter those with criminal intent and monitor any unwanted behaviour while we are off site and to monitor any strangers trying to gain access while we are in attendance. We are also able to see who is at the door. We are able to view the monitor in the Major's Office (bottom room) This is also an added security measure for our staff and children whilst in the outdoor play areas.

The recorded security footage will NOT be used to provide images for the world wide web or record any sound. 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

This is not a 'webcam' facility and parents will not have access to view recordings.

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 adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) \_\_\_\_\_

Signed on behalf of the Pre-school \_\_\_\_\_

All policies are reviewed at least annually, updated if necessary, and signed at our Annual General Meeting.