



75. CCTV policy

CCTV Use in the Nursery

Sunshine Children's Centre is securely monitored by a CCTV surveillance system. The Nursery Manager is responsible for the operation of the system for ensuring compliance with this policy.

Purpose of CCTV

CCTV has been installed to assist in ensuring a safe and secure environment for the benefit of children in our care, staff, parents/carers and visitors. These purposes will be achieved by monitoring the system to:

- Assist in the overall security of individuals, premises and equipment.
- Ensure high standards of care are maintained
- Increase learning opportunities for staff
- Assist in the prevention, investigation and detection of crime
- View images captured on CCTV where there is activity that cannot be expected to ignore such as criminal activity, potential gross misconduct, safeguarding breaches or behaviour which puts others at risk.

CCTV System.

Cameras will be located both internally and externally at strategic points, essentially:

- Inside and outside the main entrances, including new play area.
- Within each play room. NOT covering nappy change areas or bathrooms.
- The nursery garden.
- The Ladybird Room Courtyard Area.
- The Car Park.

Signs will be prominently displayed in key locations to indicate that a CCTV monitoring system is operating.

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.

Recording

Digital recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for between four and six weeks from the date of recording and they will then be automatically overwritten.

Access to Images


Viewing of recorded images of CCTV will be restricted to the Nursery Management within the office, and also to those staff who need to have access in accordance with the purposes of the system. Out of Nursery hours, the Nursery Management will have access to CCTV images via secure remote access to assist in maintaining the security of the premises.

A review log will be maintained in order to monitor when and what is being accessed.

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

Data in Protection Act 1998

The CCTV system has been registered in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018..

This policy was adopted on	Signed on behalf of the nursery	Date for review
1/6/21		1/6/22

CCTV Subject Access Request Form

Under the terms of the Data Protection Act 1998, an individual is entitled to ask for a copy of all the personal information which it holds about him/her for the purposes of providing services to the individual. The information, which the individual is entitled to receive from the authority, includes a description of these purposes and the recipients to whom the data can be disclosed. This entitlement is known as the "Right of Access to Personal Data". Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting disclosure of your data.

PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 31 DAYS BEFORE IT IS DELETED

1. PERSONAL DETAILS	
Name:	
Address:	
Telephone Number:	
E-mail Address:	
Gender:	
2. INFORMATION REQUIRED	To help us find the CCTV data you require, please complete the following section
Date:	
Time:	
Location:	
Description of Incident:	
3. DECLARATION	I confirm that this is all of the personal data to which I am requesting access and which is held by the authority for its purposes. I also confirm that I am the Data Subject or the Data Subject's parent or main carer and not someone acting on his/her behalf.
Signed:	
Date:	
OR	I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.
Name:	

Address: Tel number:	
Signed:	
Date:	
4. FEE & PROOF OF IDENTITY	<p>Under the Data Protection Act 1998, we are entitled to charge a fee of £10 and an appropriate Administration charge will be made for processing your application. We also require evidence that this enquiry is genuine. Therefore please enclose copies of at least two proofs of identity, such as a driving licence, passport, recent utility bill etc.</p> <p>If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and yourself as well as documented authority to act on the Data Subjects behalf.</p> <p>Failure to provide these documents with your application will mean that your request is refused.</p>

After completing the application form, please check to ensure that all the information you have provided is accurate and all required documents and the fee are enclosed.

Please return the application form to:
 Sunshine Children's Centre
 High Street
 Burgh Le Marsh
 Skegness
 Lincs
 PE24 5EP

