

**Willow Day Nursery**

**2A High Street**

**Dodworth**

**S75 3RF**

**Manager: Mrs Victoria Dickinson**

**Deputy Manager: Mrs Katie Fletcher**

**CCTV Policy**

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| **Date of Next Review** | **January 2026** |

**CCTV policy**

**Purpose of the policy**

The system has been installed by the nursery with the primary purpose of monitoring and ensuring:

* The safety of all the users, staff, children, parents and visitors, consistent with the respect for the individual’s privacy
* The deterrent of those having criminal intent
* Children are appropriately cared for
* Facilitating the identification of any activities/event which might warrant investigation and possible disciplinary proceedings being taken against staff and assist in providing evidence to the manager
* Facilitating the identification of any activities/event which might warrant investigation or further actions or proceedings taken against parents/carers and assist in providing evidence to the manager
* Reduced opportunities to damage the building and its property
* Reduced opportunities of theft
* Assistance in the prevention and detection of crime

**The CCTV system will not be used to provide images for the world-wide-web or any social media platforms.**

**Who is responsible?**

Victoria Dickinson, Manager is responsible for the operation of the system for ensuring compliance with this policy. The management team will ensure the nursery complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the Nursery’s use of CCTV and how it complies with the Act and is associated with the Nursery’s Data Protection policy, the provisions of which should always be adhered to.

**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 5 to 7 days from the date of the recording and they will then automatically  
overwritten.

**Access**

Viewing of the recorded images of CCTV will be restricted to the management team within the office, and the manager via secure remote access. Out of nursery hours, the manager

will have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a “webcam” facility; parents/carers will not have access to view recordings.

**Identification**

As CCTV will be in operation across the nursery, the nursery will ensure that there are prominent signs placed at both entrances. The signs will:

* Be clearly visible and readable
* Contain details of the purpose for using CCTV and who to contact about the scheme
* Be an appropriate size, depending on context

**Administration**

The data controller has responsibility for the control of images and deciding how the CCTV system is used. The named data controller will be the Victoria Dickinson.

Operators with access to images are aware of the procedures that need to be followed when accessing 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. The recorded images are viewed for monitoring purposes and for the safe movement of persons through designated areas which are identifiable.

The nursery reserves the right to use images captured on CCTV where there is activity that the nursery cannot be expected to ignore such as criminal activity, potential gross misconduct, safeguarding breaches or behaviour which puts others at risk.

Images retained for evidential purposes will be retained in a locked area accessible by the system administrator only. The Data Protection Act does not prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The nursery ensures that images are not retained for longer than is necessary. Once the retention period has expired, the images are removed or erased.

**Disclosure**

Disclosure of the recorded images to third parties can only be authorised by the Data Controller.

Disclosure will only be granted:

* If its release is fair to the individuals concerned
* If there is an overriding legal obligation (e.g. information access rights)
* If it is consistent with the purpose for which the system was established

Note: Disclosure may be authorised to law enforcement agencies (even if a system was not established to prevent or detect crime), if withholding it would prejudice the prevention or detection of crime.

All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented.

**Subject Access Requests**

Individuals whose images are recorded have a right to view images of themselves and, unless they agree otherwise, to be provided with a copy of the images. If the nursery receives a request under the Data Protection Act it will comply with requests within 40 calendar days of receiving the request. If the nursery receives a request under the Freedom of Information Act it will comply with requests within 20 working days of receiving the request. As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request. Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the Data Controller. Refusal to disclose images may be appropriate where their release would be:

* likely to cause substantial and unwarranted damage to that individual
* to prevent automated decision taking in relation to that individual

**Maintenance**

The CCTV system is maintained by Victoria Dickinson. It is their responsible for ensuring the nursery complies with its responsibilities:

* ensuring the date and time references are accurate
* for suitable maintenance and servicing to be undertaken to ensure that clear images are recorded
* to protect cameras from vandalism in order to ensure that they remain in working order

They must also undertake regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:

* Its stated purpose
* The locations
* The images recorded and documented
* Storage length
* Deletion