

## 10.11 CCTV Policy

Hopscotch Preschool is securely monitored by a CCTV surveillance system. The Preschool Manager is responsible for the operation of the system and for ensuring compliance with this policy.

We recognise that the use of CCTV has become a common feature of our daily lives and while it's 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 it is used responsibly and safeguards both trust and confidence in it's continued use.

The use of CCTV and associated images is covered by the General Data Protection Regulations 2016/679 (2018). This policy outlines the Preschool's use of CCTV and how it complies with the Act and is associated with the Preschool's information and record policies.

### Purpose of the system.

The system has been installed by the Preschool with the primary purpose of monitoring:

- Staff interaction with the children
- Ensuring children are appropriately cared for
- Damage to the building
- Theft
- Assist in the prevention and detection of crime
- Helping ensure the safety of all the users, staff, children, Parents and visitors consistent with the respect for the individual's privacy.
- Deter those having criminal intent

The system will not be used to provide images to be shared via the internet not will the system record any sound.

### Recordings

Digital recordings are made using a digital recorder operating in real mode, monitoring the site continuously 24 hour per day. Images will normally be retained for 3 months from the date of recording and will then be automatically overwritten.

### Access

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

This policy was adopted by	Hopscotch Preschool
On	29/12/2018
Date to be reviewed	29/12/2019
Name of signatory	<i>L J Clark</i>
Role of signatory	Director