

CCTV Policy

Little Learners Nurseries and Pre-Schools (an initiative of LifeLine Projects) is a system operator for CCTV.

We use CCTV to protect people and property. It also provides protection for staff, children and visitors to our premises where clarification is needed on any incidents or accidents that may arise.

Our CCTV systems are used to record the activities of identifiable individuals. These images are treated as personal data under the General Data Protection Act (GDPR) and the Data Protection Act 2018 (DPA).

We do not intend to record or capture information that is intrusive. We will not use CCTV to provide recorded images on the Internet.

We follow the 12 Guiding Principles that form part of the Surveillance Camera Code of Practice and take the following precautions below when operating CCTV.

1. CCTV Recording

Our CCTV systems comprise of fixed position cameras, monitors, digital recorders and public information signs. Our CCTV systems do not record sound.

- a) All areas covered by CCTV are signposted, and notifications displayed so individuals are advised before entering such areas. Cameras are located at nursery entry and exit points, nursery corridors and other external areas such as gardens and garden boundaries.
- b) Cameras will not be situated in nursery rooms, changing rooms, toilets or any other sensitive areas.
- c) Images captured by CCTV will be recorded and monitored in the nursery office.
- d) Monitors are not visible from outside our nursery premises.
- e) Digital recordings are made using digital video recorders operating in real time mode.
- f) Access to images will be restricted to those staff who need to have access in accordance with the purposes of the system.
- g) CCTV recordings are retained for 31 days.

2. Subject Access Requests

Disclosure of recorded CCTV material will only be made available to third parties in strict accordance with the purposes of the system and is limited to the following:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder.
- Prosecution agencies.



- Emergency services in connection with the investigation of an accident.
- Individuals who make a subject access request.

2.1 How to make a subject access request

Individuals have the right to access their personal data. This is known as a subject access request.

Subject access request procedure

- a) Requests to access CCTV data must be made as soon as possible because CCTV images are only retained for 31 days.
- b) Requests to access CCTV data may be made verbally or in writing to the Nursery Manager.
- c) The Nursery Manager will arrange for images to be viewed within one month of the request.
- d) The Nursery Manager has the right to refuse a request for a copy of the data, particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.
- e) If we cannot comply with an access request, we will fully document the reasons and inform the individual making the request.

Full details of subject access requests can be found in LifeLine's General Data Protection Regulation policy.

This policy meets the requirements of the Statutory Framework for the EYFS 1st September 2021.

Date policy last reviewed/updated	26 th September 2022	Reviewed by	Julia Ward, Head of Support Services
Date of next review/update	September 2023		

