



CCTV Policy

Date: November 2023

Review: November 2025

Policy intention

The processing of personal data captured by CCTV systems (including images identifying individuals) is regulated by the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (the Legislation); thus the use of CCTV by Finch Nest Preschool is undertaken in accordance with the Legislation regardless of the number of cameras or the sophistication of the equipment. This policy explains how the CCTV equipment will be operated in compliance with the Legislation and guidance issued by the Information Commissioner's Office (ICO).

Finch Nest Preschool has notified the ICO of both the name of the data controller and the purpose for which the images are used. The preschool is named within this registration.

Registration Number: ZB625125

Access to recorded images is restricted to the Directors and Senior Leaders. In order to achieve the purpose of using the equipment as detailed below, other staff may, from time to time, need to have access to the recorded images. Such access must be approved by the Manager. In addition, these images may be shared with third parties as detailed below. The System Administrator is aware of the procedures that need to be followed when storing and accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. Under the Schools (Specification and Disposal of Articles) Regulations 2012, school staff can view CCTV footage in order to make a decision as to whether to search a pupil for an item. If the recorded footage reveals that theft has been committed by a member of staff, this evidence may be used in a disciplinary case.

Procedure

Finch Nest Preschool processes images captured through the use of CCTV equipment, being personal data, in accordance with **Information and Records Policy**. It does so in order to provide a safer, more secure environment for pupils and staff and to safeguard members of the preschool community and to prevent bullying, vandalism and theft. Essentially, it is used for:

- The prevention, investigation and detection of crime;
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings);
- Safeguarding pupils;
- Dealing with incidences of pupil behaviour in contravention of the preschool's **Understanding and Supporting Behaviour Policy**;
- Dealing with incidences of misconduct by a member of staff or visitor;
- Ensuring public, pupil and staff safety;
- Monitoring the security of the site;
- Assist in managing the day-to-day running of the preschool;

Covert Monitoring

Covert monitoring may be set up in exceptional circumstances such as where there is good cause to suspect an illegal or unauthorised action is taking place or where there are grounds to suspect serious misconduct. In these circumstances, the Manager must authorise the monitoring, which must cease following completion of the investigation. We use CCTV cameras around the preschool's site for security purposes and for the protection of staff and pupils. Covert surveillance will only be carried out in exceptional circumstances, where there is no less intrusive way of tackling the issue. Where covert monitoring is undertaken it will be done for the shortest period possible and affect as few individuals as possible. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or investigate other issues. CCTV footage will only be processed to the extent that it is lawful to do so.

Other useful policies:

- **Acceptable Use Policy**
- **Information and Records Policy**
- **Understanding and Supporting Behaviour Policy**
- **Visitor Policy**