

# CCTV Policy

Footsteps Day Nursery and Pre-school have a cctv system within the nursery environment the aim is to provide a safer and secure environment for all children, staff and parents. Aylesbury Football Club (AFC) had this installed for their use also.

All images are recorded and used in strict accordance with this policy.

The Treasure Rosanna Martone is responsible for the operation of the system and is also the Data Controlling Officer.

## **Data Protection Act 1998**

C.C.T.V digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act.

## **The CCTV system**

CCTV is provided in the following areas;

- Pre-School Room
- Staff Room
- Outside the Front of the building
- Outside the Back of the building

Although every effort has been made we cannot guarantee that CCTV will detect every incident taking place within the area of coverage.

The Treasure of AFC Rosanna Martone will monitor the system as and when she and the manager of Footsteps nursery needs to, it is recognised that images are sensitive material and subject to the Data Protection Act 1998 so Rosanna Martone and the Nursery Manager are responsible for the ensuring the day to day compliance with the Act. All recordings will be handled in strict accordance with this policy.

## **Recordings**

The Recordings will last for 28 days Rosanna Martone can view the images through her iPad that only she has access to, and Rosanna can retrieve the recordings from the cctv system in the club House (nursery).

FORMAT;

the format that the system uses is analogue cctv.

## **Access to images**

Access to images will be restricted to the Data controlling officer.

Disclosure of recorded materials to third parties is limited to the following authorities;

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or prevention of terrorism and disorder
- Prosecution agencies
- Emergency services in connection with the investigation of an incident.

-The Treasure of AFC Rosanna Martone

No images will be broadcasted or streamed over the internet to third parties or parents.

Anyone who believes they have been filmed by CCTV can ask to see a copy of the data subject to the guidelines of the data protection act. They do not have the right of instant



access, and can write to the Nursery Manager for access. Then the Manager will arrange a viewing of the images subsequent discussion of content and with Rosanna Martone present.

The Data protection Act gives the Nursery Manager the right to refuse a written request where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders. All information will be recorded and fully documented and the subject will be informed.