



## **CCTV Policy**

### **Purpose**

The purpose of this policy is to regulate the use of closed-circuit television (CCTV) systems in Bottesford Bunnies, ensuring that its use is compliant with relevant protection laws and respects the rights and privacy of all individuals.

### **Scope**

This policy applies to:

- All CCTV monitoring systems operated by the Pre School
- All educators, children, parents/carers, visitors and contractors present on Pre School premises.

### **Objectives of CCTV Use**

The CCTV system is used for the following purposes:

- To enhance the safety and security of children, educators and visitors.
- To protect Pre School property from theft and vandalism
- To monitor the premises to support safeguarding and child protection practices.
- To deter and investigate incidents of inappropriate or unlawful behaviour.

### **Location of Cameras**

CCTV cameras are placed in appropriate internal locations, these being 2 in the main room (near kitchen door and home corner), one in the office and one in the cloakroom.

**CCTV cameras are not installed on private areas such as toilets, the kitchen or the office, where constant monitoring is deemed unnecessary.**

### **Operation and Access**

The CCTV system is operated by the Director (Clare Williams). Live feeds and recordings are only accessible by the Director (Clare Williams) Images and recordings are securely stored, and password protected.

## **Data Storage and Retention**

- CCTV footage will be retained for a maximum of 17 days unless required for an ongoing investigation.
- After the retention period, footage will be automatically deleted or securely destroyed.

## **Sharing of Footage**

- CCTV footage will not be shared with third parties except:
  - When required by law.
  - With the consent of those recorded
  - When necessary for the investigation of an incident or safeguarding matter.
- Parents do not have a right to footage that contains images of children other than their own, unless it is legally justified.

## **Data Protection and Privacy**

- The Pre School complies with the UK GDPR/Data Protection Act 2018
- Signs will be clearly displayed to inform individuals that CCTV is in operation.
- All footage is treated as personal data and handled in accordance with data protection principles.

## **Rights of individuals**

### **Individuals recorded by the CCTV system have the right to:**

- Request access to their personal data (subject to safeguarding concerns)
- Raise a complaint if they believe their data has been misused.

Requests should be made in writing to the Pre School-Director, who is also the Data Protection Officer.

## **References to other relevant policies and procedures**

- Complaints policy
- Health, Safety, Welfare & Hygiene policy
- Safeguarding policy

This policy has been adopted by Bottesford Bunnies on Wednesday 9<sup>th</sup> July 2025 at team meeting by Director, Room lead, Deputy and educators.

Signed on behalf of the setting by:

.....Director

Next review date July 2026

Updated September 22<sup>nd</sup>, 2025

Next review September 2026

Updated at team meeting Wednesday 04.03.2026 re cameras and storage.

Next review date March 2027