



Poppins Day Nursery

CCTV Policy – complying with GDPR

Our Policy

Poppins Day Nursery is securely monitored by a CCTV surveillance system. The Nursery Manager/Proprietor is responsible for the operation of the system and for ensuring compliance with this policy.

CCTV surveillance footage is subject to General Data Protection Regulation later referred to as GDPR and this policy abides to GDPR.

- The system comprises of fixed position cameras, a monitor, digital hard drive recorder and 2 public information signs. No camera is hidden from view.
Signs are prominently placed at the entrance and exit points both at the front and rear of the building, to inform staff, children, parents and visitors that CCTV surveillance is in use.
- CCTV surveillance inside the building is in operation between the hours of 7.30am and 6.30pm 7 days a week.
CCTV surveillance outside of the building is in operation 24hrs 7 days a week
Both areas have audio as well as visual surveillance.
- The primary purpose of the Nursery installing the system is to Safeguard the wellbeing of our staff and children, and to keep the outside area of the nursery safe during non-working hours.
- The only people with authority to view the CCTV recorded surveillance footage are the Nursery Manager and the Proprietor.
In the absence of both the above people the Deputy Manager, Designated Safeguarding Lead have authority. In the absence of the Designated Safeguarding Lead the Deputy Safeguarding Lead have authority.
Anyone looking at CCTV recorded footage needs to have a second person with them and must complete the CCTV Monitoring Log (Kept in the office next to the CCTV screen)
We will make every effort to ensure that the CCTV footage is only viewed by those with authority.
The footage will only be shared with any third party if it is deemed necessary for the safeguarding of our staff and children during an investigation or if there has been vandalism or a break into the building.
- The CCTV surveillance footage storage box is stored in the Manager's Office, which is locked at night and at weekends.



- The retention period for the CCTV surveillance footage is usually 5 -7 days from the date of the recording after which time it will be automatically overwritten.
- All our staff will be given the opportunity to read our policies and procedures at the start of their induction period and sign in acknowledgement that they are aware that they are being recorded and that it is for the purpose of safeguarding them, the children they care for and the outside area of the Nursery during non-working hours. GDPR policy can be found in the Staff Handbook which is kept in the staff room.

Policy written by Sue T Proprietor 05/12/2022

Review Date: 05/12/2023

Or sooner if any changes to the system are made or changes to GDPR