

## **CCTV Policy**

The CCTV Scheme has been registered with the information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both the Data Protection Act and the Commissioner's Code of Practice. The preschool will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

The CCTV system is owned and operated by the Community Centre. The cameras will be solely used to monitor the Community building and outer storage buildings to protect them from vandalism and nuisance visitors. However, as we use the gardens for outside play no-one other than the authorised personnel and myself will have access to the CCTV screen. The storage area where the equipment is installed will be locked when the hall is used by outside sources. If an incident occurs and images need to be looked at the designated personnel who has the password for access will be present along with the Police and a member of the playgroup. Images are only kept for two weeks after which they are automatically re-recorded over. Recordings required as evidence will be properly packaged before they are released to the Police.

**August 2017**