

## **CCTV Policy**



### **Aim**

The purpose of this policy is to identify how the Janelle Street Centre addresses its responsibilities under the Data Protection Act 1998, in respect of our use of the closed circuit security system.

The purpose of the CCTV system is to

- maximise the safety of children, staff and visitors to the centre,
- to increase the security of the premises, and
- to assist with the prevention, detection, and investigation of trespass, vandalism, and criminal activity

Static cameras will be used 24 hours a day to monitor activity in the centre.

### **Our Policy**

1. To inform all who come onto the service that a CCTV is in use.
2. To ensure the prevention of intrusion of privacy for immediate neighbours.
3. To keep images from CCTV secure and controlled by authorised personnel.
4. To provide retention of images for the stated purpose only.

### **Arrangement Procedures**

The following arrangements are in place in order to meet the aims of the policy:

1. All users of the service will be notified of the use of CCTV by appropriate signage throughout the Centre and in enrolment packs.
2. All cameras will be situated and adjusted to prevent views of the neighbouring houses and gardens.
3. All cameras will be situated and adjusted to prevent views of children's toilets and changing areas.
4. The images that are recorded will be held in a secure location on the system server and can only be accessed by those authorised to do so.
5. The secure location for viewing live images will be in the front office with no remote access.

Parents and staff will not be able to view footage. Only the board and the director or a nominated representative will have access to footage.

6. When necessary, CCTV images will be shared with relevant police, child protection or other relevant authorities only.
7. The images will be digitally recorded on a rolling programme of 31 days. Unless required for evidence, older images will be automatically replaced by newer images.
8. Staff need to be aware that they could be committing a criminal Offence if they misuse CCTV images

## **User Responsibilities**

All staff have the following responsibilities:

1. To handle images/data securely and responsibly within the aims of the Policy.
2. To uphold the recorded procedure for subject access requests.
3. To report any breach of procedure to the director (or responsible person) and the board.

**Adopted: April 21, 2021**

**Review No. 1: November 9, 2022**