



CCTV policy

How is information accessed

How is footage stored?

Footage is stored on each camera's individual memory card and this footage can then be reviewed by the designated iPad. It is accessible up to 28 days and then it is deleted. If the memory card is full it will record over the earliest footage.

Who can review CCTV footage?

The CCTV footage can be reviewed by the Manager and Deputy or if it is needed for investigation purposes a Subject Access Request (SAR) must be completed by the individual who would like access.

Where can I find the CCTV footage

CCTV can be found on the designated pass-coded iPad which is stored securely in a lockable filing cabinet. The app that is used is called 'CamHi' which only the Manager and Deputy have access to. This app can be used to access footage and to delete any footage past 28 days as well as turn cameras on and off.

The app is updated as and when suggested by 'apple' and this is displayed on the iPad. This is updated and acted upon immediately.

This policy was adopted at a meeting of Pippins Pre-school
and nursery

Held on Thursday 20th October 2022

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

Chairperson

Updated 8.2.23