**Statement of intent:**

The Festival Hall has a CCTV system focused on entry points to the building. The system is in place solely for the security of the Festival Hall building. CCTV is limited to entry points only which is separate to the preschool play space. It is unlikely that children will be recorded on the CCTV system. However, to comply with relevant legislation reasonable requests to view CCTV footage can be made where applicable.

The following procedure is in place for the purposes of reasonable requests of CCTV footage and works in partnership with the Festival Hall Committee CCTV policy which can be requested from the Festival Hall CCTV Committee.

**Procedure for requests to view CCTV that has been recorded during preschool hours.**

* Any requests to view CCTV must be made in writing to the Festival Hall Committee giving dates and times of the footage that is being requested to view.
* Once received, the Festival Hall Committee will inform the preschool in order to ascertain whether the request is reasonable (i.e. that the person requesting to view footage has a child attending the preschool).
* The Preschool Manager and a representative from the Festival Hall Committee will view the footage requested in order to confirm that there are no safeguarding risks to any children attending preschool.

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