



CCTV & Doorbell Camera Policy

Bumble & Bloom Childcare | 66 High St, Egham TW20 9EY | July 2026

This policy explains how Bumble & Bloom Childcare uses CCTV and a video doorbell to keep children, families and staff safe, and how footage is managed in line with UK GDPR and the Data Protection Act 2018.

Doorbell camera (Ring)

- A Ring video doorbell camera covers the main entrance and is used to decide whether to grant access to a visitor.
- When you arrive we may speak to you through the doorbell to let you know we've seen you while we get your child ready to leave.
- This helps us keep the front door closed and the setting secure until we are ready to open the door.
- The doorbell camera does not record inside the home.

Internal CCTV

- CCTV cameras are in use inside the premises to support child protection, safeguarding and continuous improvement of our practice.
- Cameras are not installed in bathrooms, toilets or nappy change areas, and are not placed in any private area where a reasonable expectation of privacy exists.
- Signage is displayed to make visitors and families aware that CCTV is in operation.

Purpose and monitoring

- Footage is spot checked periodically by the registered childminder to ensure best practice is being upheld and to reflect on our care.
- Footage may be reviewed following an accident, incident, complaint or safeguarding concern.
- CCTV is not used to monitor children or staff in a continuous, live-streamed way to any third party.

Storage, access and retention

- Recordings are stored on encrypted local storage or a secure cloud service protected by strong passwords and multi-factor authentication.
- Only the registered childminder can access footage.
- Footage is retained for the minimum period required (typically no longer than 30 days) and then securely deleted.
- Footage will only be shared with the police, Suffolk Childcare Agency, safeguarding professionals or other lawful authorities where required.

Your rights

- Parents may request information about footage that includes their child by making a subject access request in writing.
- We will respond in line with UK GDPR timescales and may need to redact other individuals from any footage disclosed.

Review

- This policy is reviewed at least annually and whenever the setting's camera arrangements change.

This policy is reviewed at least annually. Parents are welcome to request a copy at any time.