

**VISUAL MONITORING RULES AND REGULATIONS  
IN THE BRITISH MATHEMATICAL KINDERGARTEN**

**„FUN&MATH”**

**IN SZCZECIN**

**§ I. LEGAL BASIS**

**1. The Rules and Regulations are based on the following acts:**

a/ the Regulation (EU) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing personal data and on the free transfer of such data as well as on the repeal of the Directive 95/46/WE (for the purposes of this Regulation, hereinafter: RODO.

b/ the Act of 10 May 2018 on the protection of personal data (Journal of Laws of 2018, item 1000).

c/ the Act of 14 December 2016 on Educational Law (Journal of Laws of 2018, item 996 from 24|05|2018).

d/ the Act of 26 June 1974 on Labor Code (Journal of Laws 2018, item 917).

**§ II. PURPOSES OF THE VISUAL MONITORING FUNCTIONING**

The processing of personal data of natural person in the visual monitoring is necessary for the purposes arising from legally justified interests fulfilled by the administrator for ensuring the safety of children and employees in the kindergarten; in particular:

1. To enhance the safety of children attending the kindergarten and other people staying in the kindergarten, on the playground or on the kindergarten's property.
2. To reduce behavior threatening health and safety of pupils in the kindergarten, as well as to eliminate all forms of aggression.
3. To solve disputable situations.
4. To keep control of people entering the kindergarten.
5. To control children's personal possessions and property of the kindergarten.
6. To provide safe conditions for upbringing and care.

### **§ III. RULES OF FUNCTIONING OF THE VISUAL MONITORING**

1. The kindergarten area is marked with signboards informing that the facility and its surroundings are monitored.
2. The visual monitoring operates 24/7.
3. The visual monitoring enabling direct viewing from all of the cameras installed in the kindergarten is located in the headmaster office.
4. Only the image (vision) is registered and recorded on a storage device.
5. The devices included in the registration system meet the requirements and are set by relevant standards for image registration.
6. The areas covered by visual monitoring are marked with appropriate information boards (an example - attached file no. 1).
7. The contractors of the kindergarten and all of the employees were familiarized with the information clause, in accordance with article 13 RODO, that is publicly available at the main entrance to the facility (in the hall, at the exit to the cloakroom) – in a way that makes it possible for the people staying in the visual monitoring zone to familiarize themselves with its content.

### **§ IV. THE AREA COVERED BY VISUAL MONITORING**

1. In the facility there is 1 recorder for visual monitoring that includes the building inside and outside (hereinafter referred to as RM1).
2. The visual monitoring covers the area:
  - 1) outdoor area - 4 cameras:
    - a. playground and the main entrance from Siemiradzkiego Street (RM1),
    - b. driveway to the property from Siemiradzkiego Street (RM1),
    - c. playground – view from Siemiradzkiego Street (RM1),
    - d. playground in the backyard from Siemiradzkiego Street (RM1),
  - 2) area inside the building – 9 cameras:
    - a. ground floor - lobby (RM1),
    - b. ground floor – the main entrance (RM1),
    - c. ground floor – classroom no. 1 (RM1),
    - d. ground floor – classroom no. 2a (RM1),
    - e. ground floor – classroom no. 2b (RM1),
    - f. I floor – lobby (RM1),
    - g. I floor – classroom no. 3a (RM1),
    - h. I floor – classroom no. 3b (RM1),
    - i. I floor – classroom no. 4 (RM1).

**§ V. PRINCIPLES OF REGISTERING AND SAVING INFORMATION AND THE WAYS OF PROTECTION**

1. The visual monitoring system consists of:
  - 1) cameras recording events inside and outside the building,
  - 2) devices recording and saving image on a storage device. RM1 is located in a closed metal cupboard and the key is held only by the headmaster of the kindergarten or by an authorized person.
  - 3) a color screen allowing direct viewing of events. It is located at the headmaster's office, who has a constant view of RM1.
2. From the visual monitoring only image (vision) is registered and saved on a storage device. Sound (audio) is not recorded.
3. The period of storing records from the camera is maximally up to 23 days (twenty-three days), then the records are automatically deleted by recording pictures of current events in the same place (overwriting).
4. Due to technical specifications of visual monitoring, Parents or Legal guardians of a Child can have access to historical events maximally up to 7 days (seven days) from the moment the situation occurred.
5. Access to the data of the recorder is protected by a password known to the principal and the system administrator.
6. None of the kindergarten's employees – except the principal and an authorized person – has the authority to operate and see registered kindergarten's monitoring records.
7. In cases justified to introduce the vision monitoring, all individual video records are transferred from the recorder to the memory stick.

**§ VI. RULES OF USING VISUAL MONITORING SAVINGS**

1. Video records may be used only to achieve the purposes for which visual monitoring has been introduced and set out in the paragraph II above.
2. The recording can be used for retrospective analysis of recorded events, made available to the persons who obtained the authorization from the principal.
3. Recordings for spoken or written consent of the kindergarten's principal can be presented to statutory representatives of children in the kindergarten or the kindergarten's employees, in order to determine the actual process of the analyzed events, as well as to the authorized public bodies upon their request and on the basis of applicable law.

## **§ VII. RULES OF TRANSMISSION OF THE VISUAL MONITORING RECORDS**

1. Copies of video monitoring records may be made available to state institutions in the scope of their activities, such as the Police, the Court, the Prosecutor's Office, by written motivated request containing the date of the incident, the place of the incident and the approximate time of the event the registration concerns.
2. Representatives of the institutions mentioned in paragraph 1 above must provide a written acknowledgment receipt of a received CD or other media containing monitoring data. A protocol of passing the media with monitoring data is prepared.
3. A CD/DVD or other device on which video monitoring files have been copied should be placed in closed and signed envelope, which shall be sealed.
4. Every natural person whose image has been registered through the visual monitoring system has the right to request to the access to the record regarding it, upon a written request submitted to the kindergarten's principal. This provision applies to statutory representatives (of children in the kindergarten) who apply for access to monitoring data concerning their children.

## **§ VIII. FINAL NOTATION**

1. Data registered in the video monitoring system is not public information and subject to disclosure – based on the Act on access to public information.
2. In matters not covered by these regulations, the final decision is made by the kindergarten's principal.