

CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

Rationale

Mandalika Intercultural School (MIS) needs to ensure that all stakeholders understand that the school has a widespread closed-circuit television (CCTV) system and the purposes for which it is used.

Purpose:

MIS is committed to providing a safe and secure environment for its students, staff, and visitors. This CCTV policy outlines the use of Closed-Circuit Television (CCTV) cameras on the school premises to support this commitment.

Scope:

This policy applies to all students, staff, visitors, and contractors on MIS premises.

Objectives:

1. To deter and detect unauthorized access, theft, vandalism, and other security breaches.
2. To provide evidence in the event of an incident or investigation.
3. To support the health and safety of students, staff, and visitors.
4. To monitor and maintain the security of school premises and assets.

CCTV Camera Locations:

CCTV cameras will be installed in strategic locations around the school premises, including:

- Entrances and exits
- Hallways and corridors
- Library and sickbay
- Playgrounds and outdoor areas
- Administrative offices

Data Protection:

1. CCTV footage will be stored securely on a dedicated server.
2. Access to CCTV footage will be restricted to authorized personnel only.
3. CCTV footage will be retained for a maximum of 30 days.
4. CCTV footage will be deleted or destroyed at the end of the retention period.

Access to CCTV Footage:

1. Authorized personnel may access CCTV footage for legitimate purposes, such as investigating an incident or monitoring school security.
2. Requests for access to CCTV footage must be made in writing to the School Administrator.
3. The School Administrator will review and approve or deny requests for access to CCTV footage.

Notification:

1. Clear signage will be displayed at entrances and other strategic locations to notify individuals that CCTV cameras are in use.
2. This CCTV policy will be communicated to students, staff, and visitors through the school's website, newsletters, and other communication channels.

Version	Approved by:	Date of issue:
1	School Board	7 th March 2025