



TBAC/POLICY/013/2023-2024

Date:5.09.2023

CCTV Policy

Purpose of CCTV:

The installation of Closed-Circuit Television (CCTV) cameras within the school premises serves the primary purpose of ensuring the safety, security, and well-being of all individuals within the school community. This includes students, faculty, staff, visitors, and school property. By providing a visual deterrent to potential criminal activity and aiding in the timely response to emergencies, CCTV enhances overall security measures within the school environment.

Locations of Cameras:

Approximately 108 CCTV cameras have been strategically installed throughout the school premises. These cameras are positioned to provide comprehensive coverage of key areas, including but not limited to:

- Entrances and exits
- Hallways and corridors
- Common areas such as cafeterias, libraries, and gyms
- Sensitive areas like laboratories, equipment storage rooms, and administrative offices

The placement of cameras is designed to maximize surveillance effectiveness while respecting the privacy of individuals within the school community.

Consent and Notification:

Prior consent for the recording of individuals on the premises is paramount. For students, consent is obtained from parents or guardians upon enrollment, with clear communication regarding the purpose and extent of CCTV surveillance. Similarly, all staff members are notified of CCTV installation and its implications for privacy and security.

Data Retention:

Recorded footage is retained for a predetermined duration in accordance with relevant data protection laws and school policies. This duration is established to balance the need for security with individual privacy rights. Upon expiration of the retention period, footage is securely erased or overwritten, unless required for ongoing investigations or legal proceedings.

Access Controls:

Access to CCTV footage is strictly limited to authorized personnel, including the IT Head, Principal, designated security staff, and select administrative personnel. Access protocols are clearly defined, with stringent measures in place to prevent unauthorized viewing or dissemination of recorded material.

Data Security:

The security of stored CCTV footage is of utmost importance. To safeguard against unauthorized access, tampering, or data breaches, robust security measures are implemented. This includes encryption of stored data, password protection for access, and utilization of secure storage systems with restricted physical and

digital access.

Monitoring and Review:

Regular monitoring and review of CCTV footage are conducted to ensure its efficacy in enhancing security measures. Trained security personnel and designated administrators perform routine checks to identify any security concerns or anomalies. This proactive approach enables timely intervention and response to potential threats or incidents.

Compliance with Regulations:

The school maintains strict adherence to all relevant laws, regulations, and guidelines governing the use of CCTV surveillance. This includes compliance with data protection laws, privacy regulations, and industry standards for security practices. Regular audits and assessments are conducted to verify compliance and address any areas for improvement.

Signage:

Clear and conspicuous signage is prominently displayed throughout the school premises to notify individuals of CCTV surveillance. These signs serve to inform visitors and members of the school community that they are entering an area under video surveillance. By promoting transparency, signage enhances awareness and understanding of the school's CCTV policy.

Complaints Procedure:

A comprehensive procedure is established for addressing complaints related to CCTV surveillance. Individuals have the right to voice concerns regarding privacy, data access, or other issues arising from CCTV usage. This includes the ability to request access to their recorded data or lodge formal complaints through designated channels. All complaints are handled with sensitivity, confidentiality, and prompt resolution in accordance with established protocols.

This CCTV policy serves as a framework for promoting safety, security, and accountability within the school environment, while upholding the rights and privacy of all individuals. It is subject to periodic review and updates to reflect evolving legal requirements, technological advancements, and community feedback.

Review log:

Academic year	Date	By	Signature
AY 22-23	10.8.2022	Ms. Hussaina Sherieff	
AY 23-24	5.9.2023	Ms. Hussaina Sherieff	
AY 24-25			