

# VIDEO SURVEILLANCE POLICY

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## Section 0.1 Document Release Notice

The Video Surveillance Policy outlines the guidelines, principles, and procedures for the use of video surveillance at The Indian Academy School to enhance safety and security on school premises.

Version	Effective	Authorized by
Version 1.1	03-01-2022	Principal, Vice Principal and Board of Governors
Version 1.2	03-09-2023	Principal, Vice Principal and Board of Governors

## Section 1.0 - Purpose

The Video Surveillance Policy outlines the guidelines, principles, and procedures for the use of video surveillance at the Indian Academy School to enhance safety and security on school premises.

## Section 2.0 - Scope

This policy applies to all school staff, students, parents, visitors, and other individuals present on the school premises. It encompasses all areas under CCTV surveillance, including classrooms and common areas.

This policy applies to all individuals present on the school premises, including school staff, students, parents, visitors, and other stakeholders. It covers all areas under CCTV surveillance, encompassing classrooms, hallways, common areas, and building perimeters. The placement of school cameras is generally designed to respect students' privacy rights, focusing on non-intrusive areas.

## Section 3.0 - Objectives

### 3.1 Enhanced Security

The primary objective of video surveillance is to enhance the security and safety of individuals and property on school premises.

### 3.2 Deterrence

Video surveillance serves as a deterrent to inappropriate behavior, vandalism, and other activities that may compromise the well-being of the school community.

## **Section 4.0 - Guidelines for Video Surveillance**

### **4.1 Location of Cameras**

Cameras will be strategically placed to cover key areas, including classrooms, hallways, entrances, and other critical points, with due consideration for privacy and legal requirements.

### **4.2 Purpose of Surveillance**

Video surveillance will be used for security and safety purposes only, including but not limited to monitoring unauthorized access, preventing incidents, and assisting in investigations.

### **4.3 Privacy Considerations**

The school acknowledges the importance of privacy and will ensure that surveillance is conducted in a manner that respects the privacy rights of individuals. Areas where individuals have a reasonable expectation of privacy, such as restrooms and changing rooms, will not be under surveillance.

### **4.4 Legal Compliance**

All video surveillance activities will comply with local and national laws regarding privacy, data protection, and surveillance.

## **Section 5.0 - Access and Management of Video Footage**

### **5.1 Access and Control**

Access to video footage will be restricted to authorized personnel, including security staff and designated administrators, to maintain the confidentiality of the recorded information.

School principal, health and safety officers and Head of sections will have view access to their respective areas.

## 5.2 Retention Period

Video footage will be retained for 30 days, as required for security purposes and in compliance with applicable laws.

## 5.3 Data Security

Procedures will be implemented to ensure the security of video footage, including encryption, password protection, and secure storage. The IT department of each school only will have the administration privileges.

## Section 6.0 - Notification and Communication

### 6.1 Notification to the School Community

The school will inform the school community about the presence of video surveillance through appropriate means, such as signage at entrances and gates.

### 6.2 Communication Regarding Incidents

In the event of an incident requiring the use of video footage, the school will communicate relevant information to the affected parties in accordance with legal requirements and school policies.

A request from the concerned person with the approval from the Section head, VP , Principal can be forwarded to the IT department to play back the footage, only with the approvals the IT department are supposed to show the video footage, The IT department should not allow taking picture or video during the time.

## Section 7.0 - Monitoring and Review

### 7.1 Audit Regular Review

The effectiveness and compliance of the video surveillance system will be regularly reviewed to ensure alignment with security objectives and legal requirements. The health and safety officer must regularly review the cameras, the IT department will also conduct monthly audit and daily reviews of cameras working condition.

### 7.2 Adjustments to System

Any necessary adjustments to the video surveillance system will be made to address

emerging security concerns, technological advancements, and changes in the school environment. Any changes or addition must be approved by the principal of the school.

## **Section 8.0 - Complaints and Inquiries**

### **8.1 Handling Complaints**

Any complaints or inquiries related to video surveillance will be promptly addressed by designated school IT administrators/Health and safety officers via an email to the ticketing system.

### **8.2 Recording of Complaints**

Complaints and resolutions related to video surveillance will be documented and retained for reference.

## **Section 9.0 - Policy Acknowledgment**

All staff, students, parents, and visitors are required to acknowledge and adhere to this Video Surveillance Policy. Non-compliance may result in disciplinary action.

## **Section 9.0 - Policy Review**

This policy will be subject to periodic review to ensure its continued relevance and effectiveness.

This Video Surveillance Policy is designed to promote a safe and secure environment while respecting the privacy rights of individuals within the Indian Academy School community.

Regards,



Principal