

## CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

### Rationale

Medan Independent School 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

The purposes for which the CCTV system is to be used are:

- To protect the school buildings and assets.
- To increase the personal safety of students, staff and visitors and reduce the incidence of crime.
- To support school personnel in detecting and identifying incidents.
- To assist in managing the school.
- To assist in relation to matters other than security, e.g. the promotion and compliance with the school's Health and Safety Policy.
- To support appropriate disciplinary measures where appropriate.

The CCTV system will not be used to monitor staff conduct or performance, except where required to investigate the alleged commission of a crime, a breach of the Staff Professional Conduct Policy or of school regulations.

### Guidelines

1. The person appointed to manage the CCTV system at Medan Independent School is the IT Supervisor, referred to below as the CCTV Supervisor.
2. The school will notify visitors to the site of the use of CCTV using signs placed strategically around the campus. Parents will be notified on enrolment forms and will sign that they acknowledge the presence of CCTV cameras in the school.
3. Recorded images will be held in a secure location accessible by the CCTV Supervisor and the Business Manager.
4. Regular maintenance checks will be conducted by the CCTV Supervisor.
5. Unless required for evidential purposes, the retention period of any images recorded by the CCTV system is three (3) months.
6. Only staff approved by the Head of School may view footage.
7. A log of whom and what recording is viewed will be maintained by the CCTV Supervisor.
8. Images will only be released to third parties if authorised by the Head of School.
9. A log of any released images will be maintained by the CCTV Supervisor.
10. Any complaints about the CCTV system should be addressed to the Head of School.
11. During times of school closure, the CCTV system will continue to operate as normal and will be maintained by the CCTV Supervisor or Business Manager and monitored by school security.

Links to:

- Student Safety Policy
- Complaints Policy
- Student Behaviour Management Policy
- Staff Professional Conduct Policy