



# CCTV POLICY

## PURPOSE

The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) cameras on campus. The School will employ CCTV cameras to enhance the safety and security of students, employees and property.

## SCOPE

This policy not only applies to employees and students but also applies to contractors, service providers, and visitors. In addition, all school facilities where surveillance cameras are installed are applicable as well.

The CCTV cameras will be used to protect the school and the assets held within it and the system will be in operation 24 hours per day, 7 days per week.

CCTV cameras are currently deployed outside of the building, in hallways and common rooms and in some classrooms. The cameras record data 24-hours a day. The CCTV cameras will not have audio.

There will not be any cameras in the washrooms.

## RETENTION RECORD

The data captured from the CCTV cameras is securely stored as electronic data. Typically, this data is recorded on a loop and will be retained for a maximum of 30 days. It will be overwritten after that period. However, any footage that shows a suspected crime or violation of a code of conduct will be kept as long as it is needed for investigation and potential criminal proceedings.

## ACCESS AND RELEASE

Footage is reviewed in cases of student injury, theft, or misconduct and the system is managed by the IT Department. All footage and images are confidential and requests to view CCTV must be approved (through a form) by the Principal or Head of School and are not to be released to the public under any circumstances.