

CCTV Policy

This policy is designed to ensure that the Close Circuit Television (CCTV) system utilized at Al-Ittihad National Private School (INPSAA) operates in accordance with data protection laws in the UAE. INPSAA aims to guarantee the security and safety of all students, staff, visitors, as well as its property and premises.

The deployment of CCTV at INPSAA serves the following purposes:

- Promoting a safe INPSAA community and monitoring the safety and security of its premises.
- Assisting in the prevention, investigation, and detection of bullying.
- Aiding in the investigation of breaches of codes of conduct and policies by staff and students, and when relevant, investigating complaints.

Responsibilities:

The School Principal holds overall responsibility for this policy but has delegated day-to-day implementation management to staff identified in this policy. All relevant staff members are informed of the policy and have received appropriate training. The Head of Security & Safety ensures that the CCTV system, including camera specifications for new installations, complies with UAE law.

System Description:

The CCTV systems installed in and around INPSAA cover entrances, car parks, external areas like courtyards, internal areas including playgrounds, computer rooms, rooms with high-value equipment, corridors, and reception areas. These systems continuously record activities in these areas. CCTV cameras are not placed in areas where individuals would expect privacy, such as toilets and changing facilities.

Recording and Camera Checks:

Recording may not occur without prior written authorization from the principal. Covert recording decisions will be documented, including the reasons, and will focus solely on suspected unlawful activity or suspected serious misconduct. Any irrelevant information obtained will be disregarded. The operation of the CCTV system will adhere to this policy.

No unauthorized access to the Security Control Room ("the Control Room") is allowed at any time. Access to the Control Room is limited to:

The School Principal

The School Vice-Principal

The HR Coordinator

Safety Coordinator

Security Control Room Operator

Maintenance engineers

Monitors are not visible from outside the Control Room.

This Policy is issued on 4th September 2023

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