

School CCTV Surveillance Policy

1. Purpose of CCTV Surveillance

Our School has installed Closed Circuit Television (CCTV) cameras across designated areas of the campus to ensure:

- Safety and security of all students, staff, and visitors
- Maintenance of a safe and disciplined environment
- Prevention and investigation of any incident or misconduct

CCTV surveillance is not intended for continuous monitoring of classroom teaching, evaluation of staff performance, or parental surveillance.

2. Areas Covered

CCTV cameras are installed in selected indoor and outdoor areas including, but not limited to:

- School entry and exit points
- Reception and common corridors
- Play areas and key movement zones
- School building periphery and parking areas

Cameras are not installed in washrooms, changing areas, staff rooms, or any space where privacy is expected.

3. Data Privacy & Confidentiality

- CCTV footage is classified as **confidential security data**.
 - The School adheres to the **Information Technology Act 2000**, **data privacy principles**, and the **Right to Privacy (Supreme Court Judgment, 2017)**.
 - All footage will be accessed only on a **need-to-know and authorisation basis** with letter from law enforcement authorities send to school Principal in written format
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4. Access to CCTV Footage

Access to CCTV footage is restricted to:

Role	Access Rights
Principal / Head of School	Full access for safety, disciplinary or administrative reasons
Authorised School Management Representatives	Access for investigation or audit

Role	Access Rights
Teachers & Staff	Limited access only when relevant to a specific incident involving their class/department
IT / Security Personnel	Technical access for maintenance only

5. Parent Requests for CCTV Footage

Parents **cannot demand open access** to CCTV footage. Requests are permitted only under the following conditions:

- The request concerns a **specific safety incident involving their own child**
- A **written application** with a supporting letter from law enforcement authorities is submitted to the Principal stating the purpose
- Approval is granted after review and validation of the concern

If approved:

- Viewing will take place **on school premises** in the presence of the Principal or authorised person
 - Only the **relevant portion** of the footage will be shown
 - The identities of other children will be protected as far as possible
 - **No video recording, copying, photographing or sharing** of the footage will be permitted by the parent
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6. When Footage May Be Shared Externally

Footage may be shared with:

- Law enforcement authorities or Government bodies upon official written request
- Courts, legal representatives or regulatory authorities as required by law

Footage will **not** be shared with external parties, media, or social networks under any circumstances without legal direction.

7. Data Storage & Retention

- CCTV recordings are retained for a limited period, generally **15–30 days**, unless required for investigation.
 - Footage related to an ongoing disciplinary or legal matter may be retained for a longer duration.
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8. Misuse & Prohibited Actions

The following are strictly prohibited:

- Sharing, circulating, or publishing CCTV footage on social media or public platforms
- Tampering with or accessing CCTV systems without authorization
- Using footage for harassment, defamation, or purposes other than safety and security

Disciplinary or legal actions will be taken in case of misuse.

9. Review & Amendments

The School reserves the right to update or amend this policy to comply with regulatory changes, security needs or best-practice standards.