



## **CCTV Policy**

### **Introduction**

TAS is committed to providing a safe and secure environment for its students, staff, and visitors. To achieve this, the school employs Closed Circuit Television (CCTV) systems as a security measure. This policy outlines the guidelines, procedures, and responsibilities related to the use of **CCTV at TAS**.

### **Purpose of CCTV**

The primary purpose of **CCTV at TAS** is to:

- a. Deter and prevent unauthorised access to the premises.
- b. Enhance the safety and security of students, staff, and visitors.
- c. Assist in the investigation of incidents, accidents, or unauthorised activities.
- d. Ensure the overall well-being of the school community.

We believe at TAS that everyone should feel safe and secure. Due to the level of need of our children and their vulnerability, we have adopted a CCTV system to ensure the safety of all staff, children and visitors.

### **CCTV System Overview**

The CCTV system covers specific areas within the school premises, such as entrances, corridors, common areas, and outdoor spaces. We also have CCTV in all our classrooms. Our reason for this is due to the variety of needs of our children. The footage will only ever be used if needed for evidence regarding an incident or if the child's safety is in question.

### **Data Protection and Privacy**

TAS complies with all applicable data protection laws and regulations, including but not limited to the General Data Protection Regulation (GDPR) or relevant local laws.

CCTV footage is considered personal data, and its processing shall be in accordance with data protection laws.

Access to CCTV footage will be restricted to authorised personnel only, such as the CEO, School Management Team, and designated administrators.

CCTV footage will be retained for a specific period as required by law, and access to this footage will be strictly controlled.

Individuals have the right to request access to their personal data captured by CCTV, and such requests will be processed in accordance with data protection regulations.



### **Responsibilities**

The CEO is responsible for the overall management of the CCTV system, including compliance with data protection laws.

The Designated Personnel will be responsible for the daily operation, maintenance, and monitoring of the CCTV system.

All staff members and students are expected to be aware of and comply with this CCTV policy.

### **Use of CCTV Footage**

CCTV footage will only be used for the purposes outlined in this policy.

Access to CCTV footage will be granted on a need-to-know basis and for authorised purposes, including incident investigations and security management.

### **Review and Revision**

This policy will be reviewed regularly to ensure it remains compliant with legal requirements and aligned with TAS's security needs.

### **Contact Information**

For questions or concerns related to this CCTV policy, please contact the CEO.

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