



# Policy on Closed-Circuit Television and Surveillance Cameras

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## **1. INTRODUCTION**

- 1.1 This document is the Policy on Closed-Circuit Television, hereinafter referred to as “CCTV”, and surveillance cameras.
- 1.2 The policy has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 (hereinafter referred to as “SASA”), the Regulations for Safety Measures at Public Schools (Government Gazette 22754/2001: Government Notice 1040), and other applicable legislation.
- 1.3 The policy has been drafted to create the healthy school atmosphere that is essential for excellent education. Therefore, the policy intends for the closed-circuit television and surveillance cameras system to be managed so as not to infringe on the rights of the school’s learners, staff, parents or visitors.
- 1.4 The policy may also be reviewed from time to time if the need arises.

## **2. AIM OF THE POLICY**

- 2.1 The aim of the policy is to regulate the use of CCTV and surveillance cameras.
- 2.2 The purpose of using CCTV and surveillance cameras is to promote a safe and secure learning environment for learners and staff.
- 2.3 The footage may be used to identify learners engaged in unruly behaviour, and to investigate incidents that occur on school premises.
- 2.4 In addition to the above, the policy further aims to:
  - a) prevent any form of harassment against any person (or persons), or investigate such harassment in a meaningful way with a view to prompt and sensible action against any transgressor(s);
  - b) prevent any form of undesirable misconduct, or investigate such misconduct in a meaningful way with a view to action against any transgressor(s);
  - c) enable the Senior Management Committee, hereinafter referred to as “the SMC”, and/or Executive Head or any duly authorised or delegated person to act or assist as swiftly as possible upon observing any form of undisciplined and/or undesirable and/or harassing conduct, or any other potential emergencies.

### **3. APPLICATION**

This policy applies to all staff members, learners and parents of, as well as visitors to, the school. Any person who enters the school's premises agrees to abide by the policy.

### **4. CAMERA MANAGEMENT AND CONTROL**

- 4.1 The cameras will be managed by the SMC and/or Executive Head or any duly authorised nominee ("nominee").
- 4.2 The SMC and/or Executive Head or any nominee will have direct control over the cameras.
- 4.3 The cameras', collected footage ("footage") and copyright of any footage will remain the sole property of the school at all times.
- 4.4 The use of CCTV and surveillance footage to identify learners engaged in unruly behaviour shall be used only for the purpose of enforcing school discipline policies. The school shall ensure that disciplinary actions taken are in accordance with school's learner code of conduct.
- 4.5 The cameras will be utilised in a way that respects the privacy of every affected person as far as possible.
- 4.6 The cameras will be permanently operational as far as possible.
- 4.7 The school will introduce a proper maintenance programme for the cameras as far as practicable.
- 4.8 The monitoring of the premises will occur in a professional, ethical and legal way, and for no purpose other than in terms of this policy.

### **5. CAMERA OPERATING SYSTEM**

- 5.1 The camera control centre is in the administrative offices.
- 5.2 Footage will be stored for a maximum allowable period of time taking into consideration the specifications of the cameras used.
- 5.3 Should such a need exist or arise, footage will be stored in a secure location that is accessible only to authorised personnel and in additional ways, such as, but not limited to, a central hard drive or cloud-based system.

## **6. LOCATION OF CAMERAS**

- 6.1 Cameras will not be installed in any area where any person may reasonably insist on a measure of privacy.
- 6.2 Cameras shall be placed in such a way as to avoid capturing images of areas where privacy is expected, such as restrooms and changing areas.
- 6.3 Cameras will be installed in classrooms, offices, staffrooms and/or administrative offices.

## **7. NOTICES**

The school shall notify learners, staff, and visitors that CCTV and surveillance cameras are in use on school premises.

## **8. ACCESS TO DATA**

- 8.1 Access to and inspection of footage recorded by the cameras will be dealt with as follows:
  - 8.1.1 Subject to the provisions below, collected footage will be made available only to persons or institutions whose interests or rights are or may be directly affected by it.
  - 8.1.2 No person or institution other than those mentioned in paragraph 8.1.1 will receive access to or permission to inspect the footage.
- 8.2 Any persons who obtain or attempt to obtain access to recorded footage in contravention of this document, or who publish or attempt to publish any recorded footage, or who interfere or tamper with the cameras without the knowledge of the SMC and/or Executive Head will render themselves liable to disciplinary action and/or criminal and/or civil prosecution.
- 8.3 Any recorded footage will be allowed as evidence against any person during any proceedings in the school context, with no proof of authenticity required. In other words, any recorded footage will be what it claims to be.

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Implementation: This policy is implemented by the SMC, operational heads, teachers and administration staff.

Review: This policy is reviewed every year or as the need arises.

**Reviewed:**

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