



CCTV Policy

Version History

Ver. No.	Authors	Date	Reviewer	Next Review Date
1.0	IT Department	Aug 2023	School Board/ Governing Body	Aug 2024
1.1	IT Department	Aug 2024	School Board/ Governing Body	Aug 2025
1.2	IT Department	Aug 2025	School Board/ Governing Body	Aug 2026

1. Purpose

Glendale International School uses Closed-Circuit Television (CCTV) to maintain a safe and secure learning environment. CCTV supports:

- Protection of students, staff, visitors, and school property.
- Prevention and reduction of misconduct, vandalism, and crime.
- Investigations concerning safety, safeguarding, and disciplinary matters.
- Collaboration with authorities when required by law. The school ensures that all CCTV use respects privacy and complies with UAE regulations, including KHDA, SIRA, and other relevant Government authorities.

2. Scope & Areas Covered

CCTV cameras are installed in accordance with approved authority guidelines. Coverage includes:

- Entrances and exits of all school buildings.
- Walkways, corridors, staircases, courtyards.
- Sports halls, auditorium, MPH, sports fields.
- Canteen and libraries.
- Cashier area.



- Student pick-up and drop-off zones.
- Security-sensitive areas such as the control room.
- Exterior school grounds (Phase 2 implementation).
- School buses (managed by the operator under RTA guidelines).

Restricted Areas: CCTV is not installed in lavatories, changing rooms, or any area where individuals expect privacy.

3. Access to CCTV Footage

CCTV recordings are confidential and stored securely. Access is limited to:

- School Principal.
- School Operations Manager.
- School IT Administrator.
- Designated School Leadership members.

Recordings can be accessed, under the supervision of the School Principal or an authority assigned by the principal.

Additional Rules:

- Female staff review footage involving female students/staff when possible.
- All access is logged and supervised.
- No footage is shared externally unless required by Govt. authorities.
- CCTV signage is displayed at all entrances.
- Annual communication is provided to parents/staff about CCTV use.

4. CCTV on School Buses

All school buses have CCTV per RTA requirements:



- Recordings are managed by the bus operator but remain the property of the school.
- Footage is used for safety/disciplinary investigations.
- All buses have GPS tracking.

5. Record Retention

- School CCTV recordings are kept for 31 days.
- Bus recordings are kept for at least 30 days.
- Extraction/copying is prohibited unless approved by authorities.

6. System Maintenance

- The system is installed and maintained by a SIRA-licensed vendor.
- Preventive/corrective maintenance follows SIRA requirements.
- Equipment is checked regularly, and faults are resolved promptly.

7. Control Room Access

- This is a restricted area; only authorized personnel are allowed.
- Displays are positioned to prevent unauthorized viewing.

8. Policy Review

The policy is reviewed annually or when regulations change to ensure compliance with KHDA, SIRA, and Government authorities.