

CCTV Policy

This Policy seeks to ensure that the Close Circuit Television (CCTV) system used at the Emirates Falcon International Private School (EFIPS) is operated in compliance with the law relating to data protection in the UAE.

EFIPS seeks to ensure, the security and safety of all students, staff, visitors, its property and premises. EFIPS therefore deploys CCTV to:

- Promote a safe EFIPS community and to monitor the safety and security of its premises;
- Assist in the prevention, investigation and detection of bullying;
- Assist in the investigation of breaches of its codes of conduct and policies by staff, students and where relevant and appropriate investigating complaints.

Responsibilities:

- ✚ This policy does not apply to any Webcam systems located in meeting rooms or lecture theatres operated by Schools or ICT, which are used for the purposes of monitoring room usage and to assist with the use of the audiovisual equipment.
- ✚ School principal, has the overall responsibility for this policy, but has delegated day-to-day responsibility for managing its implementation to the staff identified in this policy. All relevant members of staff have been made aware of the policy and have received appropriate training.
- ✚ The Head of Security & Safety is responsible for ensuring that the CCTV system including camera specifications for new installations complies with the UAE law.


System Description:

✚ The CCTV systems installed in and around EFIPS to cover the school building entrances, car parks, external areas such as courtyards, internal areas such as playgrounds, computer rooms, rooms with high value equipment, corridors and reception areas. They continuously record activities in these areas.

- ✚ CCTV Cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, changing facilities etc.

Recording- check cameras:

- ✚ May not be undertaken without the prior written authorization of the principal. All decisions to engage in covert recording will be documented, including the reasons;
- ✚ will focus only on the suspected unlawful activity or suspected serious misconduct and information obtained which is not relevant will be disregarded.
- ✚ The operation of the CCTV system will be conducted in accordance with this policy.



✚ No unauthorized access to the Security Control Room (“the Control Room”) will be permitted at any time. Other than Security Control Room Staff, access to the Control Room will be limited to:

- persons specifically authorized by the Head of Security;
 - Security Operations Manager;
 - Security Supervisor;
 - Security Control Room Operator;
 - Maintenance engineers;
- ✚ Monitors are not visible from outside the Control Room.