23.1 CCTV POLICY

PURPOSE

The purpose of this policy is to regulate the management and operation of the Closed-Circuit Television System (CCTV) at the SNF Development Center. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the Center, and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the system). The system is administered and managed by the Center, which acts as the Data Controller.

OBJECTIVES OF THE SYSTEM

- To protect students, staff, volunteers, visitors, and members of the public about their personal safety.
- To protect the security and safety of students, staff, and school property by deterring and monitoring unauthorized access, intruders, and potential threats.
- To protect the Center properties and equipment, and the personal property of students, staff, volunteers, and visitors.
- To support the police and community in preventing and detecting crime and to assist in the identification and apprehension of offenders
- To provide means to investigate and resolve incidents such as bullying, fights, theft, or property damage by capturing video evidence.
- To monitor the security and integrity of the Center site and deliveries and arrivals
- To monitor and uphold discipline among students in line with the Center Rules, which are available on request to parents of students at the Center.
- To monitor access to restricted areas within the school, such as administrative offices and storage areas, to prevent unauthorized entry.
- Assist in monitoring medical emergencies, injuries, and incidents, ensuring prompt medical attention and intervention when needed.
- Use CCTV footage for staff training, incident debriefing, and awareness building regarding security and safety protocols.

POSITIONING

Locations have been selected, both inside and outside, that the Center reasonably believes require monitoring to address the stated objectives. Here are the areas where CCTV cameras are installed:

1. Main gate
2. Reception
3. Office
4. Pantry
5. Advanced Functional Skills / Computer lab
6. Functional Skills
7. Speech Room
8. Gym Exit

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9. Gym room
10. Hallway
11. Daily Living Skills
12. SCU 1
13. Sensory Room 1
14. SCU 2
15. Sensory Room 2
16. Kitchen exit
17. Production room
18. SST Room
19. Clinic outdoor
20. Garage
21. Bus Exit
22. Play area (2)
23. Store

OPERATION & MAINTENANCE

The system will be operational 24 hours a day, every day of the year. The IT Manager will check, or arrange for the checking, and confirm that the system is properly recording and that cameras are functioning correctly on a regular basis. The system will be formally checked and to the extent necessary serviced no less than annually. The school administrator shall be assisted by the IT Manager who will provide oversight for technical support and network connectivity.

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