



CCTV Policy

1. Purpose

The purpose of this policy is to ensure that **Closed Circuit Television (CCTV)** systems are installed, operated, and maintained across all school campuses in accordance with **ADEK, MCC,** and **ADOSH** requirements.

The CCTV system aims to promote a **safe and secure environment** for students, staff, and visitors while protecting **individual privacy and data confidentiality**.

2. Scope

This policy applies to:

- All **CCTV systems and surveillance equipment** are installed in school buildings and grounds.
- All **school-managed facilities**, including classrooms, corridors, entrances, playgrounds, parking areas, and buses.
- All **staff, students, visitors, and contractors** who access or are recorded on school premises.

3. Policy Statement

The school is committed to:

- Using CCTV systems **solely for safety, security, and safeguarding purposes**.
- Ensuring that CCTV installation, access, and data storage comply with **ADEK, MCC, and UAE data protection laws**.
- Maintaining a balance between safety needs and the **protection of individual privacy**.
- Ensuring all recordings are **securely managed, confidential, and used only for official purposes**.

4. Legal and Regulatory Framework

This policy is governed by the following standards and laws:

- **ADEK Health, Safety, and Protection Framework (2024)**
- **MCC – CCTV Guidelines for Private Schools (2017, V5)**
- **ADOSH 4.0 – Emergency Preparedness and Monitoring Requirements**
- **Federal Law No. 2 of 2006 on the Prevention of Information Technology Crimes**
- **Federal Decree Law No. 34 of 2021 on Cybercrimes and Data Protection**
- **NCEMA 6000 – National Security and Emergency Management Standards**



5. Roles and Responsibilities

5.1 School Management / Principal

- Approve the CCTV installation plan and ensure compliance with MCC and ADEK standards.
- Authorize access to CCTV recordings only for legitimate purposes (investigation, safety review, etc.).
- Ensure adequate signage is displayed throughout the school informing staff, students, and visitors of CCTV monitoring.

5.2 OSH and Security Department

- Monitor, maintain, and test all CCTV equipment regularly.
- Ensure cameras are positioned according to **MCC-approved plans** and do not invade personal privacy.
- Maintain logs of maintenance, inspections, and footage access.
- Coordinate with local authorities or ADEK in the event of an incident requiring footage review.

5.3 Security Staff

- Observe live CCTV feeds in real time as authorized.
- Report any abnormal activity or incidents to the OSH Officer or Principal.
- Follow the chain of command for data retrieval or evidence handling.

5.4 IT Department

- Ensure the security and backup of CCTV recordings.
- Protect stored footage from unauthorized access, loss, or alteration.
- Manage technical issues and ensure data retention compliance.

6. CCTV Coverage Areas

In accordance with **MCC and ADEK guidelines**, CCTV systems will cover:

- Entrances and exits of school buildings and compounds.
- Corridors, stairways, and public areas (e.g., reception, hallways, courtyards).
- Playgrounds, parking areas, drop-off zones, and main gates.
- Laboratories, libraries, and canteens.
- School buses (footage managed under the Transportation Provider Agreement).
- Security rooms and external boundaries of the school.

Note: CCTV will not be installed in areas where privacy is expected such as restrooms, prayer rooms, or changing areas.



7. Access and Use of CCTV Footage

- CCTV footage is **confidential** and may only be accessed by:
 - The **Principal / School Director**
 - **Vice Principal or OSH Officer** (authorized in writing)
 - **Security Supervisor** (under supervision during investigations)
- Access must be documented in the **CCTV Access Log**
- Footage may be viewed only for:
 - Investigation of safety or disciplinary incidents.
 - Law enforcement or ADEK-authorized investigations.
 - Verification of operational safety compliance.

8. Data Storage and Retention

- CCTV recordings shall be stored securely for a **minimum of 90 days** unless otherwise required by law or authority.
- Bus CCTV footage must be retained for **at least 30 days** by the transport contractor.
- Recordings related to incidents, accidents, or investigations must be **preserved until the case is resolved**.
- Data storage devices must be password-protected and housed in secure rooms with restricted access.

9. Privacy and Confidentiality

- CCTV monitoring will be used strictly for **security, safety, and safeguarding purposes**.
- No recordings may be copied, distributed, or shared without written approval from the **School Principal or ADEK**.
- Any unauthorized access, duplication, or disclosure of CCTV recordings is a **disciplinary and legal violation** under **Federal Law No. 2 of 2006**.

10. CCTV on School Buses

- All school buses must be equipped with CCTV in compliance with **ADEK Policy 74**.
- Cameras must record from the entry of the first student until the supervisor confirms that the bus is empty.
- Recordings are maintained securely by the bus operator and accessed only upon request from school management or authorities.



11. Maintenance and Inspections

- All CCTV equipment must be **tested and maintained regularly** by approved service providers.
- System checks shall be recorded in the **CCTV Maintenance Log**
- Any malfunction or outage must be reported and rectified within 24 hours.
- Periodic compliance inspections will be conducted with the **MCC and ADEK**.

12. Training and Awareness

- Security staff and administrators must be trained in **CCTV operation, data privacy, and legal compliance**.
- Awareness signage must be displayed in English and Arabic at all entry points.
- Staff and students will be informed about CCTV purposes during orientation.

13. Monitoring and Review

- The OSH Department shall monitor system performance, footage retention, and compliance logs.
- The policy will be reviewed annually or following updates to ADEK or MCC requirements.
- All review findings must be documented in the **CCTV Compliance Audit Report**

14. References

- **ADEK Health, Safety & Protection Framework (2024)**
- **MCC Standards for School CCTV Systems (2017 V5)**
- **ADOSH 4.0 – Emergency Preparedness & Security Management Requirements**
- **Federal Law No. 2 of 2006 – IT Crimes Prevention**
- **Federal Decree Law No. 34 of 2021 – Cybercrime and Data Protection**
- **NCEMA 6000 – National Crisis and Security Management Standard**

Principal
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