



## **CCTV POLICY**

REVIEWED : September 22, 2020

AMENDED : November 11, 2020

APPROVED : May 12, 2021

### **PURPOSE**

The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) cameras on campus. The School will employ CCTV cameras to enhance the safety and security of students, employees and property.

### **SCOPE**

This policy not only applies to employees and students but also applies to contractors, service providers, and visitors. In addition, all school facilities where surveillance cameras are installed are applicable as well.

The CCTV cameras will be used to protect the school and the assets held within it and the system will be in operation 24 hours per day, 7 days per week.

CCTV cameras are currently deployed outside of the building, in hallways and common rooms and in some classrooms. The cameras record data 24hrs a day. The CCTV cameras will not have audio.

There will not be any cameras in the washrooms.

### **SIGNAGE / NOTIFICATION**

Locations with CCTV cameras will have signs displayed that provide reasonable notification of the presence of CCTV cameras.



## **RETENTION RECORD**

The data captured from the CCTV cameras is securely stored as electronic data. Typically, this data is recorded on a loop and will be retained for a maximum of 9 weeks. It will be overwritten after that period. However, any footage that shows a suspected crime or violation of a code of conduct will be kept as long as it is needed for investigation and potential criminal proceedings.

## **ACCESS AND RELEASE**

Footage is reviewed in cases of student injury, theft, or misconduct and the system is managed by the IT Department. All footage and images are confidential and requests to view CCTV must be approved by the Principal or Head of School and are not to be released to the public under any circumstances.



## 澳門國際學校閉路電視政策

審查：2020年9月22日

修改：2020年11月11日

批准：2021年5月12日

### 目的

有關政策為規範校園閉路電視(CCTV)攝像頭使用權，學校使用閉路電視攝像頭的目的為加強學生、員工以及學校財產的安全。

### 範圍

政策不僅適用於學生及員工，同時亦適用於承包商、服務供應商、訪客以及所有安裝了監控鏡頭的校園設施。

閉路電視用於保護學校及學校資產；系統將每週7天，每天24小時運行。

目前的閉路電視安裝在大樓的走廊、公共休息室以及部份課室內。攝像頭會進行24小時數據紀錄，而紀錄之內容僅有畫面，沒有音頻。

洗手間裡不會安裝任何閉路電視。

### 標誌／告示

裝有閉路電視攝像頭的位置會張貼告示，合理告知閉路電視的存在。



## 保留紀錄

從閉路電視拍攝到的畫面會保密地存儲為電子數據。一般情況，錄得的數據將以循環的方式保存，最多可保留9週，影像紀錄依循環錄影方式自動刪除。不過，若拍攝到任何涉嫌犯罪或違反行為守則行為，且涉及調查需要及法律程序，畫面均會被保留。

## 存取及發佈

閉路電視系統由學校資訊科技部門管理，當拍攝到學生受傷、盜竊或不當行為時，學校會查看影像紀錄。所有影像資料及畫面均屬機密，欲查看閉路電視，必先得到校長及學校負責人同意，並且不得在任何情況下向公眾公佈。