

DAV PUBLIC SCHOOL, SECTOR-14/10A, GURUGRAM

Standard Operating Procedure (SOP) for CCTV Surveillance

1. PURPOSE

1. DAV operates a number of CCTV cameras throughout the Main School Building, covering classrooms, laboratories, playgrounds, exit and entry gates, boundary walls, and washroom entrances. This is done to provide a safe and secure environment for staff, students, and visitors, and to protect school property from damage.
2. The use of CCTV is regulated under the **Data Protection Act (1998)** and any relevant local data privacy laws. The primary aim is to record activities involving individuals for purposes aligned with safety and accountability.
3. All staff, students, and visitors are made aware that their activities may be captured by CCTV cameras. Any attempts to tamper with or hide from the system are not permitted.
4. While CCTV is used to support the school's security and discipline systems, care will be taken to ensure its use is **proportionate and non-intrusive**.

CCTV is used for the following purposes:

- **Deterrence, prevention, and detection** of untoward incidents, criminal offenses, or misuse of school property.
- **Identification, apprehension, and possible prosecution** of offenders.
- **Ensuring the safety and security** of the campus, its buildings, and grounds.
- **Safeguarding and health & safety compliance**.
- Investigating **staff or student misconduct**, subject to prior approval by the School Principal.

2. SCOPE

This SOP applies to:

- All **DAV staff, students, contractors, and visitors**, and
- Any **members of the public** who may be captured on the school's CCTV system.

3. GENERAL RULES FOR CCTV OPERATION

1. CCTV operates **24/7 (24 hours a day, 7 days a week)** throughout the year.
2. Equipment and camera settings are configured to ensure that image quality is **suitable for the intended monitoring and security purposes**.
3. **Audio is not recorded**. CCTV is solely for video surveillance to monitor movement and actions.
4. Cameras are installed at strategic locations to ensure **maximum coverage and effectiveness** without unnecessary intrusion.
5. CCTV systems are **actively monitored** by two Surveillance Officers during school hours under the supervision of the **School Safety and Security Officer**.
6. Access to recorded CCTV footage is **strictly limited to authorized personnel**.
7. Only the **Safety Officer** (with prior written permission from the Principal) may retrieve footage from the system.

8. All monitors displaying CCTV footage are **password protected** and access is granted only to designated personnel.
9. **CCTV footage will not be shared** or shown to unauthorized individuals, including parents, without a valid reason and approval from the Principal.
10. CCTV footage is retained for **a maximum of 45 days** unless required for an ongoing investigation. Relevant footage will be securely retained until the matter is resolved and then permanently deleted.
11. A **technical check of the CCTV system is conducted every 30 days** to confirm continuous recording and system integrity.

4. CCTV FOOTAGE REVIEW POLICY FOR PARENTS

To balance transparency with privacy rights:

1. Parents **do not have an automatic right** to access CCTV footage.
2. Parents may **submit a written request** to the Principal to review footage if it pertains to a **specific, serious incident** involving their child.
3. If the request is approved:
 - Footage may be viewed **on-site only**, in the presence of an authorized school official.
 - **No copies, recordings, or screenshots** will be provided.
 - Efforts will be made to **protect the identity of other students or staff**.
4. The Principal reserves the right to deny the request if it:
 - Violates privacy of others,
 - Is deemed excessive or unreasonable,
 - Does not serve the best interests of the school community.

5. REVIEW AND POLICY AMENDMENT

This SOP will be reviewed annually by the School Safety Committee to ensure its alignment with current legal standards and best practices.