



## **Lighthouse CCTV and Surveillance Policy**

**REVIEWED: August 21, 2025**

**AMENDED:**

**APPROVED:**

### **Policy**

1. Policy Lighthouse International School uses Closed-Circuit Television (CCTV) as part of its commitment to providing a safe, secure, and well-managed learning environment. CCTV is used to protect students, staff, visitors, and school property.
2. CCTV also helps to promote good behaviour and to support the school's safeguarding and health and safety responsibilities. CCTV will not be used for the purpose of continuous monitoring of staff performance or to intrude unreasonably into personal privacy.
3. All use of CCTV is compliant with relevant privacy laws and guided by the principles of proportionality and necessity. Only the leadership team and security have access and generally it is only viewed when an incident occurs.

### **Procedure**

1. Installation and Maintenance: CCTV cameras are installed in strategic locations such as entrances, hallways, common areas, and outdoor grounds. Cameras are not installed in private areas such as toilets or changing rooms.
2. The IT department maintains the system to ensure it is functioning correctly.
3. Recording and Storage: CCTV footage is stored securely for a standard retention period (normally 30 days) unless required longer for an ongoing investigation. After this period, footage is automatically overwritten.
4. Access to Footage: Access to CCTV footage is strictly limited to the Leadership Team and security.
5. Footage may be shared with law enforcement or external agencies if legally required.
6. Use in Behaviour or Safeguarding Incidents: CCTV may be reviewed when investigating serious behavioural incidents, safeguarding concerns, vandalism, theft, or health and safety incidents. Any footage used in disciplinary matters will



be handled sensitively and only shared with those who have a legitimate need to know.

7. The existence and purpose of CCTV are communicated to staff and parents through the staff and parent handbooks.
8. Data Protection: CCTV recordings are treated as confidential data. Any requests for access must be made to the Principal. Requests are handled in line with applicable data protection regulations.
9. Review: The Leadership Team reviews the effectiveness of CCTV annually, including placement of cameras, retention periods, and compliance with data protection requirements.

This policy and procedure ensure CCTV is used responsibly, proportionately, and transparently to enhance safety while respecting individual privacy.