

GALAXY INTERNATIONAL SCHOOL

CCTV POLICY



**Galaxy
Int'l School**

"excellence reigns"

CCTV POLICY

Policy Statement

Galaxy International School Ghana (GALAXY) employs Closed-Circuit Television (CCTV) as part of its commitment to providing a safe and secure environment for students, staff, and visitors, and to protect the school's property. This policy outlines the use, management, and restrictions of the CCTV system at GALAXY.

Purpose

The purpose of this CCTV Policy is to:

- Deter and prevent the occurrence of crime.
- Facilitate the identification, apprehension, and prosecution of offenders in criminal activities.
- Ensure the safety of students, staff, and visitors on school premises.
- Protect the school property and assets from theft, vandalism, and damage.
- Assist in the overall management of the school.
- Support law enforcement bodies in a manner consistent with the relevant laws.
- Ensure that the use of CCTV surveillance is consistent with the rights to privacy and individual freedoms.

Scope

This policy applies to all CCTV surveillance systems operated by GALAXY, including all cameras and associated equipment, the monitoring, recording, and subsequent use of such recordings.

General Principles

1. The use of CCTV systems will be conducted in a professional, ethical, and legal manner.
2. Information obtained through CCTV systems will be used exclusively for security and law enforcement purposes.
3. The school will ensure that access to and disclosure of recorded material is strictly regulated.
4. The location of CCTV cameras will be considered to minimize intrusion into private areas.

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Data Protection & Privacy

GALAXY recognizes the importance of balancing security needs with individual privacy rights. Accordingly, the school will adhere to the following practices:

- Informing individuals of the presence of CCTV through clear signage.
- Handling and storing recordings in accordance with data protection laws. For more information, refer to the [Data Protection Act, 2012 \(Act 843\)](#).
- Limiting access to authorized personnel only.
- Ensuring regular reviews of the CCTV system's effectiveness and compliance with this policy.

System Management

- The CCTV system will be managed by the school's designated security team, comprising the Principal, Vice Principal (Discipline Master), IT Officer, and Boarding House Headmaster/Headmistress, who will be responsible for its operation, review, and maintenance.
- Regular audits will be conducted to ensure compliance with this policy and the effectiveness of the system.

CCTV System Operation

- The system will operate 24/7 for continuous monitoring.
- Live monitoring is limited to authorized personnel only.
- Audio recording will not be used unless explicitly permitted by law.

Storage and Retention of Data

- CCTV footage will be retained for 30 days, unless extended for investigative purposes.
- Footage will be securely stored with controlled access

Access to CCTV Footage

- Access is restricted to authorized personnel.
- Requests for access must be approved by the Principal.

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Procedure for granting access

- All access to the footages should be recorded in Logbook

Disclosure of CCTV Footage

- Footage may be disclosed:
 - To law enforcement agencies for legal investigations.
 - Upon formal requests from individuals whose data is recorded.

CCTV Maintenance and Review

- The system will be inspected regularly to ensure functionality.
- This policy and the CCTV system will be reviewed annually.

Review and Amendments

This policy will be reviewed annually to ensure it remains relevant and compliant with the law. Amendments will be made as necessary to reflect changes in technology, legal requirements, and operational needs.

Approval and Implementation

This policy has been approved by the Board of Directors of Galaxy International School Ghana and is effective from 25-February-2025. All staff, students, and visitors are expected to comply with this policy.

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OUR VISION

To be a model learning institution recognized globally for providing excellent education in a multicultural setting.

OUR MISSION

To empower students with practical educational opportunities through comprehensive curricular and co-curricular programmes using state-of-the-art technology and contemporary learning experiences to make students problem-solvers and responsible citizens of the world.