



Closed Circuit Television (CCTV) Policy

Note from the Chairperson

Aseema Charitable Trust is committed to providing high quality and value based education to children from marginalized communities. Aseema has drafted a policy on CCTV usage at Aseema schools and other Aseema premises. The purpose of this Policy is to regulate the management, operation and use of the Closed-Circuit Television (CCTV) system at Aseema premises and also for the purpose of securing the safety and well-being of all Aseema schools, together with its students, staff and visitors. The said policy has been drafted for the first time for the organization as a whole.

The detailed Policy on CCTV has been attached as Annexure A.

The Trustees are hereby requested to approve the said policy.

Chairperson

Ms. Dilbur Parakh

Originating Group – Operations

12 March, 2020

Annexure

Policy on CCTV

Ownership	Operations
Forum where approved	Board of Trustees
Effective Date	12 March 2020
Next Review date	Annual or as and when required

Detailed Policy

1. Background:

Aseema Charitable Trust is a Mumbai based non-governmental organization with a mission to equip children from marginalized communities with high quality, value based education enabling development of their limitless potential. In Mumbai, Aseema works in partnership with the Municipal Corporation of Greater Mumbai(MCGM) to create centres of excellence within the public education system and has adopted the English medium sections of the Pali Chimbai Municipal School, Santacruz (W) Municipal School and Kherwadi Municipal School. In each of these schools, Aseema supports the MCGM by providing teachers who are oriented to Aseema's child friendly approach, making the learning environment stimulating and safe and creating a culture that respects the child and promotes learning.

In Igatpuri (Maharashtra), Aseema has set up Aseema's Bal Shaikshanik Kendra for Tribal Children in the remote village of Awalkheda. The school caters to children from Pre-Primary section to Standard X.

Over the past few years, Aseema has been invited to offer training and support to other organizations working in the field of education.

2. Objective:

This Policy sets out guidelines for the use of CCTV in the schools. It is applicable to all the personnel and property of Aseema.

3. Purpose and Scope

- a) The primary use of CCTV is to protect the people and property within the schools.
- b) Cameras are installed in the Schools for the purpose of detecting and preventing crime.

4. Principles

The following principles are applicable:

- a) CCTV will be installed only when and where it is a necessary
- b) The Schools will ensure that all cameras are set up in a way that ensures that there is a minimal intrusion of privacy and any intrusion is fully justified.
- c) No images and information will be stored beyond those which are strictly required for the above mentioned purpose.
- d) Access to retained images and information will only be provided to the person mentioned below with clearly defined rules on who can gain access.

5. CCTV Guidelines

- Live CCTV footage can be viewed by:
 - Head-School;
 - Head-operations and IT In charge
 - Head - Admin

- Recorded CCTV footage can be reviewed (not deleted or amended) by:
 - Head-School
 - Head Admin
 - IT In charge Assistant Head HR
 - Head - Operations
 - Board of Trustees
 - Specific parents/police (if required)

- Camera surveillance will be maintained at all times and footage continuously recorded and held on system memory for a period of up to 60 days (depends upon the size of the Hard Disk).

- To maintain and preserve the integrity of any External Storage Device (ESD) used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention will be strictly adhered to:
 - Each ESD scan to be through IT In charge
 - Before using, each ESD must be cleared of any previous recording;
 - The person responsible for recording will mention the date and time of the ESD recording on a mail to Head- School and Head Operations,An ESD required for evidential purposes should be:
 - sealed,
 - witnessed, signed by the member of staff responsible for the recording,

6. Miscellaneous

- As stated the primary purpose of CCTV is to protect the people and property at Aseema schools. However, when CCTV is installed in a workplace, it is likely to capture pictures of employees and workers, even if they are not the main subject of surveillance.
- CCTV evidence may be used as part of an employee investigation where, in the reasonable belief of the management, there may have been serious or gross misconduct committed. In such cases the footage must be requested by the Head of Operations.

7. Complaints

Complaints regarding the operation of CCTV system should be initially addressed to the IT In charge and School Head and next to the Head of Operations

8. Review

CCTV policy will be reviewed annually or as and when required.