



CCTV Policy

Chartwell International School

Contents

Introduction.....	3
Purpose of the CCTV System.....	3
Scope.....	3
Signage.....	4
Camera locations.....	4
Data protection.....	4
Access to CCTV Footage.....	4
Responsibilities.....	5
Senior Leadership Team.....	5
Operations Director.....	5
Staff.....	5
Management of the CCTV System.....	5
Recording and Storage of CCTV Footage.....	6
Access and Disclosure of CCTV Footage.....	6
Requests from Law Enforcement.....	6
Compliance.....	6
Related Policies.....	7
Monitoring and Review.....	7

Chartwell International School

Introduction

Chartwell International School is committed to providing a safe, secure, and supportive learning environment across all of its campuses.

As part of its safeguarding, health and safety, and security measures, the School operates Closed-Circuit Television (CCTV) systems at each campus to help protect students, staff, visitors, and School property.

The use of CCTV supports the School's wider safeguarding framework and assists in preventing incidents, promoting security, supporting investigations where necessary, and protecting the wellbeing of the School community.

All CCTV systems are operated responsibly, proportionately, and in accordance with applicable Chilean legislation relating to privacy and the protection of personal data.

Purpose of the CCTV System

The School uses CCTV to support legitimate educational and operational purposes, including:

- promoting the safety and wellbeing of students, staff, visitors, and contractors;
- supporting safeguarding and child protection procedures;
- assisting in the prevention and investigation of incidents involving safety, security, misconduct, or damage to School property;
- supporting emergency response and health and safety procedures;
- protecting School facilities and assets; and
- assisting, where appropriate, law enforcement authorities in accordance with applicable legislation.

Scope

This policy applies to the operation and management of CCTV systems across all Chartwell International School campuses.

CCTV is used in carefully selected locations to support safeguarding, security, and operational needs, including entrances, exits, corridors, playgrounds, reception areas, and other common areas.

At the Preschool Campus, CCTV cameras are also installed inside classrooms to further support the safety, supervision, and wellbeing of our youngest students.

CCTV is **not** installed in toilets, changing rooms, medical rooms, or any location where individuals would reasonably expect privacy.

The School does not record audio through its CCTV systems.

While CCTV provides valuable support in maintaining a safe environment, it does not replace appropriate staff supervision, safeguarding procedures, or professional judgement.

Chartwell International School

Signage

Appropriate signage is displayed at campus entrances and other relevant locations to inform students, staff, parents, visitors, and contractors that CCTV is in operation.

Camera locations

Camera locations are selected based on safeguarding, security, health and safety, and operational needs.

Cameras are installed across all three Chartwell International School campuses. At the Via Azul and La Dehesa campuses, CCTV cameras are located in strategic common areas such as entrances, exits, corridors, playgrounds, reception areas, and other shared spaces. At the Preschool Campus, CCTV cameras are also installed inside classrooms to further support the safety, supervision, and wellbeing of our youngest students.

Camera locations are regularly reviewed to ensure they continue to support safeguarding, security, and operational needs while respecting the privacy of all members of the School community..

Data protection

Chartwell International School is committed to protecting the privacy, confidentiality, and security of all personal information obtained through its CCTV systems.

CCTV recordings will be collected, accessed, stored, retained, and disposed of in accordance with applicable Chilean legislation and the School's data protection procedures.

Access to CCTV recordings is strictly limited to authorised personnel and only for legitimate safeguarding, health and safety, security, operational, disciplinary, or legal purposes.

Access to CCTV Footage

Live and recorded CCTV footage is managed by the Operations Director.

Authorised members of the Senior Leadership Team may access CCTV footage when required for legitimate safeguarding, health and safety, security, operational, disciplinary, or legal purposes.

Requests to access CCTV footage from external parties will only be considered where permitted or required by applicable Chilean legislation.

To protect the privacy rights of students, staff, and visitors, the School may be unable to provide CCTV footage to parents or guardians where other identifiable individuals appear in the recording.

Where appropriate, the School may instead provide a summary of the findings following its review of the footage.

Any access to or review of CCTV footage will be limited to the minimum necessary to fulfil the purpose of the request and will be documented where appropriate.

Chartwell International School

Responsibilities

Chartwell International School is responsible for ensuring that its CCTV systems are operated lawfully, proportionately, and in accordance with this policy and applicable Chilean legislation.

The School is committed to using CCTV solely for legitimate safeguarding, health and safety, security, operational, disciplinary, and legal purposes.

Senior Leadership Team

The Senior Leadership Team is responsible for ensuring that the CCTV system is used appropriately and consistently with this policy.

This includes:

- ensuring the appropriate use of CCTV footage;
- supporting investigations where CCTV footage may be relevant;
- protecting the privacy and rights of individuals captured by the system; and
- ensuring this policy is implemented and reviewed regularly.

Operations Director

The Operations Director is responsible for the day-to-day management of the CCTV system.

This includes:

- overseeing the operation and maintenance of the CCTV infrastructure;
- ensuring appropriate technical and security measures are in place;
- managing authorised access to CCTV recordings;
- maintaining the secure storage and retention of CCTV footage; and
- supporting safeguarding, health and safety, security, and operational investigations where CCTV footage is required.

Staff

All staff are expected to use CCTV information responsibly and maintain the confidentiality of any information obtained through the system.

Any suspected misuse of the CCTV system must be reported immediately to a member of the Senior Leadership Team.

Management of the CCTV System

The CCTV system is managed to support safeguarding, health and safety, security, and the protection of the School community.

Chartwell International School

Any misuse or unauthorised access to CCTV recordings will be treated as a serious matter and managed in accordance with the School's relevant policies and procedures.

Recording and Storage of CCTV Footage

CCTV systems operate continuously throughout the year.

Recorded footage is treated as confidential and stored securely with restricted access.

Unless required as part of an ongoing safeguarding, disciplinary, legal, or police investigation, CCTV recordings will normally be retained for a maximum period of **30 days**, after which they will be automatically overwritten or securely deleted.

Where footage is required for an investigation or legal process, it may be retained for longer than the standard retention period and will be securely stored until it is no longer required.

Access and Disclosure of CCTV Footage

Access to CCTV footage is strictly restricted to authorised personnel for legitimate safeguarding, health and safety, security, operational, disciplinary, or legal purposes.

CCTV footage may be disclosed only where:

- required by law;
- requested by law enforcement or other competent authorities;
- required as part of legal proceedings; or
- otherwise permitted under applicable Chilean legislation.

The School will not publish or share CCTV footage through social media, websites, or other public platforms.

Requests from Law Enforcement

Requests for CCTV footage from the police or other competent authorities will be coordinated through the Operations Director and the Senior Leadership Team.

Where CCTV footage is shared with law enforcement authorities, appropriate records of the request and disclosure will be maintained.

Compliance

The School is committed to ensuring that CCTV is used responsibly, proportionately, and only for its intended purposes.

Any misuse of the CCTV system or unauthorised access, disclosure, or distribution of CCTV recordings may result in disciplinary action and, where appropriate, referral to the relevant authorities.

Related Policies

This policy should be read alongside the following School policies and procedures:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Data Protection procedures
- E-Safety and Responsible Technology Use Policy

Monitoring and Review

This policy will be reviewed annually, or sooner if required, to reflect changes in legislation, School procedures, operational practice, or recognised best practice.

The School is committed to ensuring that its CCTV systems continue to support safeguarding, security, and the wellbeing of the School community while respecting individuals' privacy rights.