



Security and Security Camera Policy

The Royal Canadian School in Cairo is committed to providing a safe and secure environment for all students, staff and visitors. Security, in the content of this policy, includes physical and emotional safety.

Threats to safety and security fall into two categories: emergency and non-emergency situations. These two categories necessitate different types of responses.

Immediate threats include events such as a fire or a chemical spill, airborne hazards, and armed intruders. In these instances, the Head of School may order an evacuation, a lockdown, a shelter in place, or other immediate action. The Head of School should communicate the nature of the emergency and the response to all members of the school community as promptly as possible. In certain situations, appropriate emergency and/or law enforcement personnel may assume control of and responsibility for the response. For any immediate threat where law enforcement presence is required, law enforcement personnel shall have access to any security camera live feed and/or visually recorded data.

Non-emergency threats may be building-based, such as thefts, graffiti, or vandalism, or more general concerns, such as access to buildings.

Additionally, permanent interior and exterior camera installations will be permitted in public areas. These installations will NOT be located in locker rooms or bathrooms. The purpose of these installations is to improve public safety of staff, students and visitors.

Protocol for Security Camera Visually Recorded Data

Security camera visually recorded data will be accessible by authorized designees only.

Posted signs read: ***Surveillance Cameras in Use***. throughout the school.

Limited Access to Recordings:

- The Head of School and the Chief Administrative Officer or his/her authorized designee shall oversee video surveillance.
- Only individuals authorized may view the surveillance recordings.
- Police access will be determined in accordance with Egyptian Law

Viewing:

- Reviewing the recordings will occur **only** when a suspected crime is committed inside or outside the building (e.g. vandalism, graffiti, etc.), or there is a claim of an injury or an incident that raises safety or security concerns.
- A log book shall include the following details; the persons viewing the data, what event triggered the viewing, the date/time viewed, what was found on the recording, whether



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the data was copied or forwarded, and what consequences were imposed as a result of the recorded information.

- Information obtained through video surveillance may only be used for disciplinary investigations, security, law enforcement purposes, or in the course of any legal action or legal investigation. . No sound is to be monitored or recorded in connection with the video surveillance system.
- Surveillance system misuse shall be addressed on a case-by-case basis

Short Term Data Storage:

- Security camera visually recorded data (with the exception of those segments that evidence a crime being committed, or there is a claim of injury or an incident that raises safety or security concerns (within the 60-day retention period) will be maintained for a maximum of *sixty (60) school* days and then deleted. In no case shall RCS be held liable for the failure to maintain any recorded data for any period of time. All such recordings shall be treated as confidential and shall not be released to individuals or agencies except through subpoena or other court order requiring such release.
- Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an investigation by that agency.