



CCTV POL1/2026

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POLICY ON CLOSED-CIRCUIT TELEVISION (CCTV)

The purpose of the CCTV system at KNYSNA PRIMARY is for the promotion of educational rights of the majority of the students and also to protect the security of learners and educators alike.

1. Introduction

This document is the Policy on Closed-Circuit Television of **Knysna Primary**, as approved by the School Governing Body (SGB). This policy is drafted in accordance with the Constitution of the Republic of South Africa, 1996; the South African Schools Act 84 of 1996 (SASA); the Regulations for Safety Measures at Public Schools; the **Protection of Personal Information Act 4 of 2013 (POPIA)**; and principles concerning the **best interests of the child**.

2. Purpose and Legal Framework Knysna Primary is declared a violence and drug-free school. This policy gives practical effect to this declaration by safeguarding the well-being of staff, learners, and visitors.

- **Authority:** Under Section 20(1)(g) of SASA, the SGB administers and controls school property, including the installation of security measures like CCTV.
- **Responsibility:** The Principal is authorized to take necessary steps for safeguarding the premises and protecting the people thereon.

3. Definitions

- **'Public school premises':** Includes any building, hall, room, recreational area, or land under the school's control.
- **'School principal':** The person acting on the authority of the governing body.

4. Aims of the Policy

- To regulate CCTV use to monitor the premises and optimize the quality of life for all persons.
- To prevent or investigate harassment and public misconduct.
- To enable school leadership to act swiftly during emergencies or observe undisciplined conduct.

5. Camera Management and Control



- **Control:** The Principal/Vice-Principal (or a duly authorized nominee) has direct control over the cameras in collaboration with the SGB.
- **Ownership:** All cameras, collected footage, and copyright remain **school property** at all times.
- **Conduct:** Monitoring will be professional, ethical, and legal, ensuring no discrimination based on race, gender, or disability.
- **Privacy:** Cameras will be utilized to respect the privacy of every affected person as far as possible.

6. Camera Operating System and POPIA Compliance

- **Operation:** Cameras record 24 hours per day or upon motion detection.
- **Storage (POPIA):** Personal information and footage must be stored in line with the **Protection of Personal Information Act 4 of 2013**.
- **Security:** The school must take reasonable measures to keep this data secure.
- **Retention:** Footage may be stored for a set period (e.g., 15 days) and must not be kept longer than reasonably necessary. Footage not automatically deleted must be destroyed after one year.

7. Location of Cameras

- **Privacy Zones:** Cameras will **not** be installed in areas where a person has a reasonable expectation of privacy, such as inside cloakrooms facing toilets or urinals.
- **Identified Areas:** Main entrance, administration offices, cloakroom entrances, staff room, corridors, stairs, aftercare facilities, sports fields, playgrounds, and classrooms.
- **Notices:** Signs declaring the use of CCTV will be prominently displayed at pedestrian entrances and the main building.

8. Access to Data and Child Protection

- **Best Interests of the Child:** The SGB has the sole discretion to make footage available, specifically taking into account the **protection of the best interest of the child**.
- **Applications for Access:** Persons directly affected by the footage may apply in writing to the Principal or SGB Chairperson. The request must include full personal info, a concise motivation, and the rights/interests being protected.
- **Viewing Protocol:** Approved applicants may view footage only during school hours in the Principal's/Vice-Principal's office and in their presence.
- **Unauthorized Use:** Any person attempting to access or publish footage without authorization will face disciplinary, criminal, or civil action.

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• **Evidence:** Recorded footage is admissible as evidence in school proceedings without further proof of authenticity.

9. Unlawful Use and Complaints Any person believing the system is being used for purposes outside this policy may lodge an official complaint with the Principal or SGB