PPS CCTV POLICY 2026-2027

Phoenix Private School, Doha – For Students and Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.

Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

1. Introduction

The Phoenix Private School is committed to providing a safe and secure environment for students, staff, visitors, and the wider school community. The use of Closed-Circuit Television (CCTV) supports this aim by monitoring the school premises to enhance security, deter criminal activity and promote well-being.

2. Purpose of CCTV

The purposes of installing and operating CCTV at The Phoenix Private School include:

- Ensuring the safety of pupils, staff and visitors
- Preventing and detecting crime, vandalism and misconduct
- Monitoring the security of the school buildings and grounds
- Assisting in investigations and disciplinary procedures
- Supporting safeguarding and behavioural expectations
- Implementing MOE regulations for Schools

3. Scope

This policy applies to all CCTV systems operated by The Phoenix Private School and to all individuals on school premises, including students, staff, parents, contractors and visitors.

4. CCTV System Overview

- Cameras are positioned in classrooms, building entrances, hallways, shared spaces and external areas.

- No cameras are installed in areas where privacy is expected, such as restrooms or changing areas.
- CCTV operates 24/7 with both live monitoring and recording capabilities.

5. Data Protection and Privacy

- The CCTV system is operated in compliance with Qatari data protection laws.
- CCTV signage is posted at entrances and exits to ensure transparency for all key stakeholders
- Recorded footage is stored securely and encrypted where possible.
- Data is typically retained for 120 days, as required by the Ministry of Interior, and must be readily available upon request by the administration of Private Schools and Kindergarten.

CCTV Usage Policy – Swimming Pool Area

CCTV cameras are installed in the swimming pool area solely for safety and security purposes, with the primary intention of protecting our students.

Footage captured by these cameras is not monitored live and will not be displayed in any public or staff viewing areas. Access to recorded footage is strictly controlled and will only be granted in the event of a specific incident that requires further investigation. Under no circumstances will any member of staff view the footage for general observation or non-emergency purposes.

This policy is in place to ensure the privacy and safety of all individuals, while enabling an appropriate response to potential safety concerns or incidents.

6. Roles, Responsibilities, and Access to Footage

Principal

- Overall responsibility for the lawful operation and strategic oversight of the CCTV system
- Ensures this policy is implemented and reviewed
- Approves request to view CCTV footage
- Approves any disclosure of footage to third parties such as law enforcement

Designated CCTV Administrator / IT Manager

- Daily management of the CCTV system, maintenance, and technical oversight
- Ensures footage is stored securely and monitors access logs
- Provides reports and footage upon written authorisation from the Principal

- CCTV log is completed for viewed footage

Designated Safeguarding Lead (DSL)

- May request access to relevant footage in cases involving child protection, student safety, or safeguarding concerns
- Works with the Principal and IT Manager to investigate incidents

School Security Personnel

- Monitors live feeds to identify potential threats or breaches
- May flag and report incidents to the Principal or DSL but does not access stored footage independently

Access Rights

Access to recorded CCTV footage is strictly limited to:

- The Principal
- The Designated CCTV Administrator / IT Manager
- The Designated Safeguarding Lead
- Senior Leadership Team members (only when authorised by the Principal)
- HR Manager
- Local authorities or police (upon official request and with authorisation)

CCTV footage cannot be viewed or shared with parents or students.

7. Complaints and Concerns

All concerns related to CCTV operation should be addressed to the Principal in writing. The school will respond in accordance with its complaints and data access procedures.

8. Review and Monitoring

This policy will be reviewed annually or sooner if required by legal changes or updates to school security procedures.