

## **ELECTRONIC SURVEILLANCE POLICY**

### **Purpose**

The growing prevalence of digital recording facilities has raised issues of privacy and harassment. This policy is to protect all members of the school community from such harassment. It also covers procedures for legitimate recording and its use.

### **Procedures**

1. There will be no covert recording of sound, image or video on school Grounds, unless prior authorization is first obtained from the Headmaster.
2. Any recording must only be carried out with the permission of those being recorded, unless it is for security purposes authorized by the Headmaster .
3. If the recording is to be used other than for internal school use, permission must be obtained from those being recorded (also from parents if under 16) and from the Headmaster.
4. The school from time to time will install recording devices to assist with security. This operation will be advertised at the entrance ways.
5. No recording of the school facilities and its members can be used for profit or publication in a public place. This includes recordings of students in school uniform.

Adopted by:Board of Trustees May 2010  
Next review: May 2013