



PART TIME STUDY CENTRE (PTY) LTD

ALBERTON MATRIC PROJECT

Reg. No. 2016/226013/07 EMIS 700400992

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CCTV / Surveillance Policy

Alberton Matric Project/Part Time Study Centre

Effective Date: 4 November 2025

Last Reviewed: 4 November 2025

Next Review Date: 2026, after staff/parent/student feedback, if any, on initial policy

1. Purpose of this Policy

The purpose of this policy is to regulate the use of Closed-Circuit Television (CCTV) surveillance systems at Part Time Study Centre/Alberton Matric Project (AMP) in a manner that enhances safety and security while respecting the rights to privacy and dignity of all students, staff, visitors and stakeholders, in compliance with the Protection of Personal Information Act (POPIA) and the Constitution of the Republic of South Africa.

2. Legal Framework

This policy is guided by:

- The Constitution of South Africa, section 14 (Right to Privacy)
- Protection of Personal Information Act 4 of 2013 (POPIA)
- South African Schools Act 84 of 1996
- Employment and Labour Law (in respect of staff monitoring)

- City of Johannesburg CCTV By-Law (only applicable to CCTV placed in public places; therefore not applicable to AMP)
- School Codes of Conduct and related policies

3. Objectives of CCTV at the School

The CCTV system is installed for the following purposes:

- To promote the safety and protection of students, staff and visitors
- To deter and detect theft, vandalism, misconduct and criminal activity
- To assist in investigations related to safety, discipline or legal matters
- To protect school property and infrastructure
- To support emergency and incident response

CCTV will not be used for live, routine or covert performance monitoring of staff or teaching quality, except where required in the context of disciplinary or safety matters.

4. Scope of CCTV Monitoring

CCTV cameras are installed in the following areas:

- Classrooms
- Workroom
- Corridors

The following areas are NOT covered by CCTV under any circumstances:

- Bathrooms or toilets

5. Notification and Signage

- All parents, learners, staff and contractors are notified in writing that CCTV is in operation.
- Clear signage stating "This area is monitored by CCTV for safety and security purposes" is displayed at all monitored entrances and areas.
- This policy is made publicly available upon request.

6. Collection, Storage and Retention of Footage

- CCTV footage constitutes personal information under POPIA.
- Footage will be stored securely and will be accessible only to authorised persons.

7. Access to CCTV Footage

Access to footage is restricted to:

- Principal / Director
- Designated Management/IT Administrator
- Persons appointed for investigative or disciplinary reasons

Footage may only be released externally to:

- SAPS (South African Police Service), on written request or subpoena
- Legal representatives where permitted by law
- Parents/guardians only if the footage relates directly to their child and does not infringe on the rights of others

8. Rights of Learners, Parents and Staff

Individuals recorded by the system have the right to:

- Request a copy of footage involving them (subject to POPIA, child protection laws and third-party privacy rights)
- Object to unlawful or intrusive use of CCTV
- Request access to this policy and AMP's POPIA compliance framework

9. Misuse of CCTV Footage

Any unauthorised viewing, copying, editing, sharing or publishing of footage is a serious breach and may result in disciplinary action, dismissal, termination of contract, or legal proceedings.

10. Vandalism of cameras

Any persons accessing the property for whatever reason are warned that vandalism of the surveillance cameras will result in Disciplinary action, as laid out in the Code of Conduct:

7.2 FORMAL (SERIOUS) OFFENCES

Formal disciplinary offences are those that are considered serious and may be viewed singularly or in combination. These offences could lead to immediate suspension or expulsion but may be punished by written warnings, and other rehabilitative measures deemed appropriate by the Director and/or Principal.

o) Vandalism or the destroying or the defacing of Centre property (including the use of graffiti) or the property of others

The person/s causing the damage to the property (or their parent/guardian) will be held financially responsible for the repair/replacement of the property.

Review of the System and Policy

This policy will be reviewed at least every 2 years or sooner if required due to legislative changes, security-related incidents, technological upgrades, or complaints.

11. Responsibility for Compliance

- The Principal or designated Administrative Manager is responsible for enforcement of this policy.
- All staff are required to comply with this policy as a condition of employment.
- Any concerns regarding CCTV use may be raised in writing to the Principal.

12. Approval



Approved by:

Helen de Wet

Position: Principal/Director

Date: 4 November 2025