

 AL NOOR REHABILITATION & WELFARE ASSOCIATION FOR PEOPLE OF DETERMINATION  النور جمعية النور لرعاية وتأهيل أصحاب الهمم			
POLICY			
SECURITY CAMERA SYSTEM			
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Purpose

The purpose of this policy is to outline the responsibility and regulations regarding the use of safety cameras to monitor and record activity in common areas to improve safety and security at the Centre.

Scope

This policy applies to all staff, Students, Vendors and contractors, Visitors and property of the Centre and is limited to video recordings only. The cameras shall not make audio recordings

General Principles

Video recording and monitoring for safety and security purposes include, but are not limited to, the following:

- Protection of buildings and property
- Monitoring of Access points
- Video patrol of common areas

Video recording shall be set as follows :

- Full recording mode from 5 am to 10 pm
- Motion detection mode from 10 pm – 5 am

Video monitoring for security purposes will be conducted in an appropriate manner and by appropriately trained security personnel. They shall be continuously supervised by the facilities management executive in the responsible use of this technology. Violations of procedure referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the Centre.

Prepared by: Admin & Finance manager	Approved by: Director
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Information obtained through video monitoring will be used exclusively for safety and security purposes.

Information obtained through video monitoring will only be released when authorized by the Director.

The Location of the security cameras shall be documented and form an integral part of this policy

Operators shall not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation or disability. Camera control operators will monitor behavior, not individual characteristics.

Procedure and Responsibilities

The Facilities Management Department shall be responsible to oversee and coordinate the installation of cameras and monitoring for safety and security purposes at the Centre.

The Facilities management executive shall ensure that the operators (Security personnel and IT executive) shall be trained in the technical parameters of appropriate camera use.

The Program Leaders, Senior HR, and Senior Facilities Management shall be responsible for monitoring the video recordings of their respective work areas, including areas under the supervision of their colleagues. They shall take immediate action as may be deemed necessary.

Recorded video media will be stored on the internal hard disk for a period of six (6) months, in accordance with CDA requirements.

Prepared by: Admin & Finance manager	Approved by: Director
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It shall be the responsibility of the IT Executive to ensure that all CCTV recordings are retained and accessible for the full 6-month period. After this duration, the system will automatically overwrite older footage.

An exception to this procedure is video retained as part of a criminal investigation or court proceeding (criminal or civil), or other bona fide use as approved by the Director. Images saved for such purposes may be stored on one drive or other multimedia storage device as appropriate and stored for a period of 3 years.

All stored images shall be labeled and stored in safe custody with the Facilities Management department.

The Facilities management executive shall monitor and report the proper implementation of the security system at the Centre to the Admin Manager.

Location of CC cameras on the premises

Sr No	Floor	Location	
1	Ground Floor	Internal Cameras	Reception
2	Ground Floor		Exit door no. 02
3	Ground Floor		Exit door no. 01
4	Ground Floor		Primary multifunction passage
5	Ground Floor		Library passage
6	Ground Floor		SCU staff room passage
7	Ground Floor		SCU Multifunction passage
8	Ground Floor		Computer room passage
9	Ground Floor		Carpentry room passage
10	Ground Floor		Exit door no. 03
11	Ground Floor		Lobby entrance door

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12	Ground Floor	External cameras	Sports pfice passage
13	Ground Floor		Screen Printing passage
14	Ground Floor		Exit gate no. 04
15	Ground Floor		Staff restroom passage
16	Ground Floor		Sports washroom passage
17	Ground Floor		Smiles & Stuff room
18	First Floor		Autism passage
19	First Floor		Senior multifunction passage
20	First Floor		Sewing passage
21	First Floor		Senior boys washroom passage
22	First Floor		PT HOD passage
23	First Floor		Therapy room passage
24	First Floor		Speech room passage
25	First Floor		Helpers room passage
26	First Floor		Junior multifunction passage
27	First Floor		Prayer room passage
28	First Floor		WP passage
29	First Floor		Music room passage
30	First Floor		Gym room passage
31	External		Gate No. 01
32	External		Gate No. 02
33	External		Gate No. 03

Additional camera's on premises:

DVR 1

CAM	LOCATION
CAM 01	F78
CAM 02	F79
CAM 03	F81
CAM 04	F82
CAM 05	F83

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CAM 06	F84
CAM 07	F92
CAM 08	F93
CAM 09	F94
CAM 10	F95
CAM 11	F91
CAM 12	F90
CAM 13	F89
CAM 14	F17
CAM 15	F18
CAM 16	F19
CAM 17	F21
CAM 18	F22
CAM 19	F23
CAM 20	F24
CAM 21	G36
CAM 22	F36
CAM 23	F38
CAM 24	F39
CAM 25	F37
CAM 26	F29
CAM 27	OT QUIET ROOM
CAM 28	F16
CAM 29	F11
CAM 30	F14
CAM 31	F09
CAM 32	F12 SLT ROOM

DVR 2

CAM	LOCATION
CAM 01	PT 1
CAM 02	PT2
CAM 03	PT3

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CAM 04	F42
CAM 05	F43
CAM 06	F44
CAM 07	F45
CAM 08	F46
CAM 09	F49
CAM 10	F56 FASHION TECHNOLOGY 1
CAM 11	F55 KITCHEN
CAM 12	F54 SENIOR MULTIFUNCTION ROOM
CAM 13	F52 STAFFROOM 1
CAM 14	F64 GYM 1
CAM 15	F64 YOGA ROOM
CAM 16	F65 MUSIC ROOM
CAM 17	F67 SAIE CLASSROOM
CAM 18	G153
CAM 19	F69
CAM 20	F72 RESOURCE ROOM
CAM 21	SCU PLAYAREA
CAM 22	STAGE
CAM 23	POOL
CAM 24	GARDEN
CAM 25	F68 APARTMENT
CAM 26	G138 (B&C) AL FAJER MIDDLE PORTION
CAM 27	RAMP BACKSIDE SAIE AREA

DVR 3

CAM	LOCATION
CAM 1	G142
CAM 2	G152
CAM 3	F68
CAM 4	G158
CAM 5	G162
CAM 6	G159

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CAM 7	G164
CAM 8	G166 ADMIN STAFF ROOM
CAM 9	G151
CAM 10	G150
CAM 11	STAFF ROOM2
CAM 12	G73
CAM 13	G138 (D) AL FAJER FIRST PORTION
CAM 14	G24 ADMIN OFFICE
CAM 15	G85
CAM 16	G82
CAM 17	G77
CAM 18	G138 (A) AL FAJER LAST PORTION
CAM 19	G55
CAM 20	G57
CAM 21	G60
CAM 22	G61
CAM 23	G64
CAM 24	G65
CAM 25	G68
CAM 26	G44
CAM 27	G48
CAM 28	G43
CAM 29	G33 SCR OFFICE
CAM 30	G36 HR OFFICE
CAM 31	STAFF ROOM 4
CAM 32	G156

DVR 4

CAM	LOCATION
CAM 01	ENTRANCE 2
CAM 02	RECEPTION ENTRY
CAM 03	PARKING AREA 1
CAM 04	PARKING AREA 2

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CAM 05	FOOT BALL GROUND
CAM 06	PR PALY AREA
CAM 07	SNS
CAM 08	PARKING AREA 3
CAM 09	GATE 3 PARKING
CAM 10	QUADRANGLE 1
CAM 11	PR PLAY AREA 2
CAM 12	PARKING AREA 4
CAM 13	PASSAGE BEHIND PRIMARY CLASSES
CAM 14	SCU PALY AREA 2
CAM 15	GATE 4
CAM 16	OUTSIDE PARKING GATE 2
CAM 17	NEXT TO FOOTBALL GROUND
CAM 18	RAMP TO GATE 3
CAM 19	QUARD ANGLE 2
CAM 20	QUARD ANGLE 3
CAM 21	STAIR NR SCU 1
CAM 22	STAIR NR SCU 2
CAM 23	STAIRS NR PR
CAM 24	STAIR NR PRINT
CAM 25	STAIR NR SNS
CAM 26	STAIR NR PRINT 2
CAM 27	FOOD COURT
CAM 28	GATE 3 PATH WAY
CAM 29	PARKING AREA 5
CAM 30	ENTRANCE DOOR 1
CAM 31	ANISA HALL 1
CAM 32	ANISA HALL 2

IP Camera

CAM	LOCATION
D1	G148 SERVER ROOM1 ENTRY SIDE

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D2	F20
D3	G148 SERVER ROOM1 BACK SIDE
D4	G54
D5	ICT CORRIDOOR
D6	G152 ICT ROOM LEFT SIDE
D7	G152 ICT ROOM RIGHT SIDE

Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	23 April 2014	Director
01	New Al Noor logo	01 Feb 2016	Director
02	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director
03	- Addition of CC cameras on the premises - Change in recording days & back up.	27 April 2023	Director
04	Deletion of the below content from the POLICY – POL/FM/11 Under Procedure and Responsibilities The Internal Security personnel at the Centre shall be responsible for monitoring the video recordings periodically and act immediately as may be deemed necessary Any matters of concern shall be immediately reported to the Facilities Management, who shall immediately inform the Admin Manager. Such instances shall be documented in the Security personnel's log The FM executive will ensure that responsible and proper camera monitoring by Security personnel is continuous. The FM executive shall periodically review stored images (random recordings) and report the same. Under Procedure and Responsibilities Recorded video media will be stored on external hard disks for a period of 30 days. It shall be the responsibility of the IT executive to ensure that recordings are available for 45days. Drive will be re-written and unavailable after a period of 45days. Under Additional Camera Updated camera name for DVR1,2,3 AND 4	25 November 2025	Director

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IP camera information

Revised Policy Statement

The Program Leaders, Senior HR, and Senior Facilities Management shall be responsible for monitoring the video recordings of their respective work areas, including areas under the supervision of their colleagues. They shall take immediate action as may be deemed necessary.

Revised Policy Statement

Recorded video media will be stored on the internal hard disk for a period of six (6) months, in accordance with CDA requirements.

It shall be the responsibility of the IT Executive to ensure that all CCTV recordings are retained and accessible for the full 6-month period. After this duration, the system will automatically overwrite older footage.

Revised Policy Statement

Updated camera name for DVR1,2,3 AND 4

Added IP camera information

Reason for Change

The responsibility for monitoring CCTV footage has been reassigned from Internal Security to Program Leaders, Senior HR, and Senior Facilities Management to ensure closer supervision of footage related to their specific operational areas. These departments have direct oversight of daily activities, staff, and student interactions within their zones, allowing for faster identification of concerns and timely corrective actions.

This change ensures improved accountability, quicker response to incidents, and more accurate reporting aligned with operational needs.

Reason for Change

The retention period and storage method have been updated to comply with Community Development Authority (CDA) requirements, which mandate maintaining CCTV recordings for six months. Storing recordings on the internal hard disk also improves data integrity, security, and retrieval efficiency.

Reason for Change

Rooms name updated

Addition of more IP CCTV camera's

Prepared by:
Admin & Finance manager

Approved by:
Director