



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 0230, s. 2023

To: Chief, Education Program Supervisor, School Governance and Operation Division
Chief, Education Program Supervisor, Curriculum Implementation Division
School Principals/Heads
Section/Unit Heads
All others concerned

Subject: **CLOSED-CIRCUIT TELEVISION (CCTV) POLICY, RULES, AND REGULATIONS**

Date: June 1, 2023

In accordance with National Privacy Commission (NPC) Advisory No. 2020-04, the following policy, rules, and regulations for CCTV in the Division Office are hereby established:

1. **Purpose of CCTV**

The CCTV system is installed for the purpose of ensuring the safety and security of clients, and employees in the Division. It also serves to protection property and assets.

2. **Consent**

The Division Office informs all teaching and non-teaching personnel of the implementation of this CCTV system through this memorandum.

3. **Data Collection and Retention**

The CCTV system collects data that is necessary for the purpose of the system. The data is stored securely, and the retention period has a maximum of three weeks. After this period, the data will be automatically deleted.

4. **Access to CCTV Data**

Access to CCTV data is limited to authorized personnel only. The Schools Division Superintendent is the Personal Information Controller (PIC) and is responsible for authorizing access to the CCTV data. The Information Technology Officer is the Personal Information Processor (PIP) and is responsible for ensuring that access to the data is restricted to authorized personnel only.

5. **Disclosure**

The Division does not disclose the CCTV data to any third party except when required by law or with the consent of the individual concerned. Before disclosing the data, the Division will obtain the consent of the individual concerned and inform them of the purpose of the disclosure.





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6. Review and Evaluation

The Division will regularly review and evaluate the CCTV system to ensure that it is still necessary and proportionate to its purpose. The Division will also assess the effectiveness of the system in achieving its intended purpose. Any changes to the CCTV system or its use should be approved by the PIC.

7. Notice

The Division will post a notice in a conspicuous place informing individuals that CCTV is being used in the premises.

8. Data Protection Officer

The Legal Officer in the division is designated as the Data Protection Officer (DPO) who will be responsible for ensuring compliance with the Data Privacy Act and NPC regulations.

Immediate dissemination and strict compliance of this memorandum is desired.




REYNALDO B. MELIORIDA, CESO V
Schools Division Superintendent

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