Security Camera Policy and Signage

Where cameras go, where they never go, who can view footage, and how long it is kept.

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Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Camera Placement

- Cameras cover training areas, entrances, the front desk, hallways, and any room used for private lessons.
- Cameras are never placed in restrooms, locker rooms, changing areas, or showers.
- Signs tell everyone that cameras are in use.

Footage

- Only the owner and [named role] may view recorded footage.
- Footage is kept for at least [30] days, and longer when it relates to an incident.
- Footage related to an incident or a report is saved and never deleted until your attorney approves.
- Footage is shared with law enforcement or child protective services when requested or required by law.

Maintenance

☐ Cameras checked weekly

☐ Recording storage checked monthly

☐ Clock and date settings correct

Sample Sign

NOTICE: This academy uses video cameras in training and common areas for the safety of our students. Cameras are never used in restrooms or changing areas.

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