

**CHI YUN SCHOOL
2024-2025 School Year**

Re: Policy on the Use of CCTV Security Monitoring System

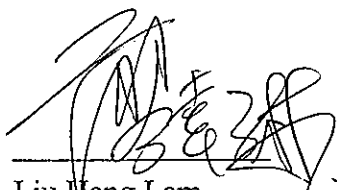
6th September, 2024

Dear Parents/Guardians :

To ensure the safety of students' daily life on campus and monitor the security of the school environment, the school has installed closed-circuit television (CCTV) systems. The system has been installed in important areas on campus, including classrooms, therapy rooms, dormitory leisure rooms, observation rooms, special rooms, auditoriums, ramps, playgrounds, corridors, staircases, rooftops, and parking lots etc. To ensure the effectiveness of the CCTV system, our school has invited professional technicians to be in charge of installation and maintenance to ensure the stable operation of the system. The CCTV footage will be kept strictly confidential, and only authorized personnel designated by the school will have access to view and use it, in order to protect the privacy rights and interests of our students and teachers. In addition, the school-based "Policy on the use of CCTV security monitoring system" (including the regulations and procedures for accessing video data) had been uploaded to the school website.

Should you have any enquiries, please contact class teacher at 2386 2010.

Yours faithfully,



Liu Hang Lam

Acting Principal, Chi Yun School

✂-----✂

Reply Slip

I am the parent / guardian of _____(Name of Student) of _____(Class),
acknowledge the receipt of the circular P017E regarding Policy on the Use of CCTV Security
Monitoring System.

Parent's / Guardian's Name: _____

Signature: _____

Date: _____