



Okinawa Institute of Science and Technology
School Aged Program
Closed-Circuit Television Camera Guideline

Effective Date: February 28, 2026

1. Introduction

The Okinawa Institute of Science and Technology Graduate University (hereinafter referred to as “OIST”) School Aged Program (hereinafter referred to as the “SAP”) is committed to providing a safe, secure, and supportive environment for children, staff, parents/guardians, and visitors.

To support child safety, incident prevention, and appropriate responses to emergencies or incidents, the SAP utilizes Closed-Circuit Television (hereinafter referred to as “CCTV”) cameras in limited and clearly defined areas of SAP facilities.

This Guideline establishes the purpose, scope, management, access, retention, and disclosure of CCTV recordings in accordance with applicable Japanese laws and regulations, OIST Policies, Regulations, Rules, and the SAP Personal Information Handling Agreement. For matters not specified herein, [OIST Guidelines for Digital Monitoring and Recording](#) shall apply to SAP camera systems and operation.

All CCTV systems used by the SAP are closed-circuit systems. Recorded data is stored on a hard drive system within the SAP facilities and is not transmitted to, stored on, or accessed through any external cloud-based services.

2. Purpose of CCTV Installation

The purposes of the SAP CCTV system are to:

- Ensure the safety and well-being of children enrolled in the SAP
- Support the prevention, reduction, detection, and investigation of accidents, incidents, or misconduct
- Assist in the review of safety-related incidents or concerns involving children, staff, or visitors
- Support compliance with OIST policies and safeguarding responsibilities

CCTV footage shall not be used to monitor normal classroom activities of staff and children or visitors in the SAP facilities or any other purpose unrelated to safety, security, or incident investigation.

3. Scope of CCTV Recording

3.1 Areas Covered

CCTV cameras are installed only in the following SAP-related areas:

- SAP classrooms (Muribushi, Tingara, and Yui)
- Outdoor play area adjacent to the Muribushi and Tingara classrooms

3.2 Areas Not Covered

CCTV cameras are strictly prohibited in areas where there is a reasonable expectation of privacy, including but not limited to:

- Toilets

All reasonable measures are taken to minimize blind spots while ensuring that camera placement does not intrude upon personal privacy.

4. Operation of the CCTV System

- The CCTV system records video and audio.
- Recording is conducted 24 hours/365 days.
- Clearly visible signage is displayed at monitored entrances and areas to inform staff, parents/guardians, children, and visitors that CCTV recording is in operation.
- The SAP endeavors to ensure transparency regarding the presence and purpose of CCTV monitoring.

5. Authorized Access to CCTV Footage

5.1 Authorized Viewers

Access to SAP CCTV footage is strictly limited to the following individuals, when necessary and for legitimate purposes consistent with this guideline:

- CDC Director, CDC Assistant Director, CDC Preschool Program Director, SAP Program Director, CDC Team Leaders (with approval from the Vice President for Buildings and Facilities Management (hereinafter referred to as “VPBFM”))
- OIST General Counsel (hereinafter referred to as “GC”)
- Designated vendor for regular maintenance

All access must be justified, documented, and limited to the minimum footage required for the specific purpose.

5.2 Access Procedures

Requests for access to recorded CCTV data can be made by CDC Director and deputized director

only following OIST Guidelines for Digital Monitoring and Recording.

6. Storage and Retention of CCTV Footage

- CCTV recordings are stored securely on a hard drive system within the SAP facilities. All CCTV systems are closed-circuit and do not transmit data to cloud-based or external storage platforms.
- Footage is retained for up to two 2 months from the date of recording.
- After the retention period, recordings are automatically deleted or overwritten unless required for:
 - An ongoing investigation
 - Legal or regulatory obligations
 - Other purposes authorized by the VPBFM and General Counsel

Access to retained footage remains restricted to authorized personnel only.

7. Provision of CCTV Footage to Third Parties

The SAP will not provide CCTV recordings to third parties except as permitted under the Act on the Protection of Personal Information (hereinafter referred to as “APPI”) and the OIST Rules for Personal Information Protection and other applicable OIST Regulations and Rules.

For example, third-party provision may occur where consent has been obtained or where disclosure is required or permitted under applicable laws and the OIST Rules for Personal Information Protection.

8. Protection and Handling of Personal Information

CCTV footage is treated as personal information and managed in accordance with:

- The SAP Personal Information Handling Agreement
- Relevant OIST Policies, Regulations, and Rules
- APPI, relevant information security–related laws and guidelines, and other applicable Japanese laws and regulations.

Appropriate administrative, technical, and organizational measures are implemented to prevent unauthorized access, loss, or misuse.

9. Rights of Parents and Guardians

Parents and guardians have the right to request:

- Disclosure of personal information relating to their child, subject to applicable law and OIST procedures, and only where such disclosure is permitted.
- Correction, deletion, or suspension of use of personal information

Requests will be handled following identity verification and in accordance with OIST procedures found at the following link [Guidance on the Procedures for Personal Information Protection | Okinawa Institute of Science and Technology OIST.](#)

For clarity disclosure does not imply a general or unrestricted right to view recorded footage. Where disclosure is permitted, measures such as masking or partial disclosure may be applied to protect the privacy of others.

Initial inquiries regarding the SAP CCTV system may be directed to:

Okinawa Institute of Science and Technology Graduate University

School Aged Program

SchoolAgedProgram@oist.jp

10. Guideline Review

This Guideline will be reviewed periodically and updated as necessary to reflect changes in law, OIST Policies, Regulations, Rules, or operational requirements.