



Dyslexia Association of Singapore
1 Jurong West Central 2, #05-01 Jurong Point
Singapore 648886 | 6444 5700
UEN: 202114767K | www.das.org.sg

6 October 2026

Dear Parents/Guardians,

RE: CCTV Use and Monitoring in DAS Learning Centres

CCTV cameras have been in operation at DAS Learning Centres for some time, and appropriate notices are displayed at all centres. As part of our commitment to providing a safe and secure environment, we are issuing this notice to give parents and guardians clearer information on how CCTV is used and monitored, and how recordings are accessed and retained. CCTV cameras located in common areas, including lobbies, corridors, entrances and exits, are monitored during the Learning Centre's operating hours to support the safety and security of everyone using the centre.

Selected classrooms are also equipped with CCTV cameras as an additional safeguarding measure. Authorised DAS personnel may review classroom CCTV recordings when they need to investigate an incident, accident, complaint, safety or child protection concern that may have occurred during lesson hours.

Classroom CCTV footage is confidential, and access is restricted to authorised DAS personnel. Parents and guardians will not ordinarily be permitted to view or obtain copies of CCTV footage, as recordings may contain personal data relating to other students, staff or individuals.

Where concerns involving a child are raised, DAS may review the relevant footage, where available, and communicate the outcome as appropriate.

Requests for access will be assessed on a case-by-case basis in accordance with the **Personal Data Protection Act 2012 (PDPA)**, applicable legal requirements and DAS policies, while protecting the personal data of other individuals.

CCTV recordings are retained only for the period necessary for their intended purpose and in accordance with DAS's data retention requirements. Where footage is relevant to an incident, complaint, investigation, or legal or regulatory matter, the relevant recording may be preserved for as long as reasonably necessary for that purpose.

Where appropriate, CCTV footage may be used internally to support the investigation and resolution of an incident involving a student, staff member or other person within the Learning Centre.

Thank you.

Lee Siang (Mr.)
Chief Executive Officer
Dyslexia Association of Singapore

(This is a computer-generated letter; no signature is required.)