

Sawyers Bay School - Board of Trustees

CCTV Procedural Policy



This policy has been developed in conjunction with the Privacy Act 1992 and with the guidance of the publication 'Privacy and CCTV' produced by the Privacy Commissioner.

1 - Purpose

- 1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Sawyers Bay School
- 1.2 The system will comprise of a number of fixed 'ARLO' cameras located around the school site. All cameras are monitored from the Principal's office, and access is only available to designated staff – members the Senior Leadership and Management Team
- 1.3 This Code follows Privacy Act 1993 guidelines.
- 1.4 The Code of Practice <https://www.privacy.org.nz/assets/Files/Brochures-andpamphlets-and-pubs/Privacy-and-CCTV-A-guide-October-2009.pdf> (Privacy Commissioner, code of practice for CCTV) will be subject to review bi-annually to include consultation as appropriate with interested parties.
- 1.5 The CCTV system is owned by the school.

2 - Objectives of the CCTV scheme

- 2.1 To protect the school buildings and their assets.
- 2.2 To assist in identifying offenders.
- 2.3 To deter behaviours that result in damage to School Property outside of regular school hours

3 - Statement of intent

- 3.1 The school will treat the system and all information, documents and recordings obtained and used as data which is protected by the Privacy Act.
- 3.2 Cameras will be used to monitor activities within the school grounds to identify undesirable activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school, and its visitors
- 3.3 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Digital images/video will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Digital images/video will never be released to the media for any other purpose.
- 3.4 The planning and design of the system endeavours to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.6 Warning signs, as required under the Privacy Act have been placed at all access routes to areas covered by the school CCTV.

4 - Operation of the system

- 4.1 The Scheme will be administered and managed by the Principal or their nominee, in accordance with the principles and objectives expressed in the code.
- 4.2 The day-to-day management will be the responsibility of the Principal, or delegated Senior management personnel, out of hours and at weekends. 4
- 4.3 The CCTV system will be operated from 4.30pm – 5.30am Monday to Friday, 24 hours over the weekends and holiday periods.

5 – Monitoring and Storage procedures

5.1 Camera surveillance may be maintained at all times.

5.2 Monitoring will be via Cloud-based software that will be password protected at all times.

5.3 Images are stored on a secure cloud-based server and will only be downloaded and saved for specific purposes of identifying behaviours leading to damage to school property. All other images will be deleted after a 20 day period.

5.4 Saved files may be viewed by the Police for the prevention and detection of crime. A record will be maintained of the release of images to the Police or other authorised applicants. 5.5 Should images be required as evidence, a copy may be released to the Police under the procedures described. Images will only be released to the Police on the clear understanding that the image/video remains the property of the school, and both the images and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the images or any part of the information contained thereon. On occasions when a Court requires the release of an original disk this will be produced from the secure Cloud-based server.

5.6 The Police may require the school to retain the stored images for possible use as evidence in the future. Such images will be properly indexed and properly and securely stored until they are needed by the Police.

5.7 Applications received from outside bodies (e.g. lawyers) to view or release images will be referred to the Principal. In these circumstances images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order.

6 - Access by the Data Subject

6.1 The Privacy Act 1993 provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

6.2 Requests for Data Subject Access should be made to the Principal.

6.3 Public information Copies of this Policy and the Code of Practice will be available to the public from the School Office and the Principal.

Effectiveness Review

1. This policy will be reviewed annually in accordance with the Board's self-review timetable.
2. The review will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members.
Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Signed.....
(Principal/BOT Chairperson)

Date