

# Pakuranga College

## Closed-Circuit Television (CCTV) Policy

**Date Implemented:** March 2024

**Next Review Date:** March 2027

### 1. Scope

This policy applies to CCTV cameras installed and operated by Pakuranga College inside and outside school buildings.

The policy applies to all staff, students and visitors to Pakuranga College, and to all Pakuranga College property.

This policy does **not** apply to:

- a) the use of video recording of lessons and other teaching and learning activities
- b) videoconferencing
- c) video recording of meetings and school events
- d) live web streaming cameras or time lapse cameras installed to capture building or other projects
- e) the CCTV of construction companies on designated construction sites at Pakuranga College not accessible to school students and staff

### 2. Purpose

The purpose of this CCTV Policy is to provide guidelines for the use of CCTV cameras at Pakuranga College to ensure that the obligations under the Privacy Act 2020 are met. The policy aims to enhance the safety and security of students, staff, visitors and property, while respecting the privacy and rights of individuals within the school community.

Objectives:

- a) To enhance the security of the school premises
- b) To protect the safety and well-being of students, staff and visitors
- c) To prevent, detect and assist in the investigation of complaints or incidents or suspected breaches of Pakuranga College policies, school expectations and Codes of Conduct
- d) To reduce vandalism
- e) To ensure compliance with relevant privacy laws

### 3. Installation, Camera Placement and Coverage

- a) All requests for installation of CCTV must be approved by the Principal and will be installed by qualified security technicians to meet the requirements of this policy.
- b) CCTV cameras will be positioned to cover entrances, exits, hallways, common areas, and other locations deemed necessary for security purposes.
- c) Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as inside toilets and changing rooms.
- d) CCTV cameras may operate 24 hours per day, 7 days per week.

#### **4. Temporary/Covert Camera Installations**

- a) The Principal may authorise temporary or covert camera installations for investigative or safety reasons.
- b) The use of covert cameras to monitor staff performance is **not** permitted.
- c) Temporary or covert cameras will be removed immediately upon conclusion of any investigation.

#### **5. Access to CCTV Footage**

- a) Monitoring of and access to CCTV footage will be restricted to authorised personnel, including the Principal, Senior Leadership Team, and IT personnel.
- b) Access by others will be provided only for purposes related to security, safety, or incident investigation, and must be approved by the Principal.
- c) Where an individual who has been recorded by the Pakuranga College CCTV system seeks access to CCTV footage of themselves, they are required to make a request in writing to the Principal.
- d) Access to CCTV footage may be given to Police for the prevention and detection of crime or identification of a child at risk.
- e) Requests for access to CCTV footage made by the public or other interested parties will only be granted if approved by the Principal. The Principal will consider the privacy interests of students and staff as well as the need to investigate crime or misconduct and ensure safety.
- f) Should footage be required as evidence, a copy may be released to the Police or any other party that has a right to receive this evidence and provides written proof of that right.

#### **6. Data Storage and Retention**

- a) CCTV footage will be stored securely and protected from unauthorised access.
- b) CCTV footage will not be disclosed except for the reasons set out in clause 5 above.
- c) CCTV recordings will be kept for approximately 60 days.
- d) Footage may be preserved for a longer period for the reasons set out in clause 5 above. Footage will be securely stored until needed and removed as soon as the purpose for which it was kept is over. Any storage of footage for longer than the standard must be approved by the Principal.

#### **7. Privacy and Data Protection**

- a) The school will comply with relevant privacy laws concerning the collection, use, storage and disclosure of personal information captured by CCTV cameras.
- b) Signs will be placed at appropriate locations on school premises and at school entrances to notify people that cameras are operating.
- c) The school will address any concerns or requests related to CCTV footage in accordance with applicable privacy legislation.
- d) Individuals may request access to images of themselves captured by Pakuranga College CCTV. Such requests will be assessed under the Privacy Act 2020 and clause 5 above and may be granted or denied accordingly.

#### **8. Monitoring and Review**

- a) The school will conduct periodic reviews of the CCTV system's effectiveness and compliance with this policy and relevant privacy laws.
- b) Breaches of the CCTV policy will be investigated by the Principal and reported to the Board of Trustees.

## 9. Complaints

- a) The school will investigate and address complaints promptly and in accordance with its complaints policy.

## 10. Training and Awareness

- a) Staff responsible for operating the CCTV system or accessing footage will receive appropriate training on privacy, data protection, and the proper use of CCTV equipment.

## 11. Policy Dissemination

- a) This CCTV Policy will be made available to all students, staff, and parents/guardians through the school's official website and/or other means of communication.
- b) A hard copy of the CCTV Policy will be available at main reception.

## 12. Policy Review

This CCTV Policy will be reviewed every three years to ensure its effectiveness and compliance with any changes in the law or school requirements.

Signed:   
Presiding Member/Board Chair

Date: 03/05/2024