

### 3.09a

## CCTV Policy

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### Outcome Statement

This policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Ruapehu College. This Policy follows Privacy Act 1993 guidelines.

The system comprises a number of fixed cameras located around the school site. All cameras are monitored online via password protected software, as well as being accessible from the server room. Access is password protected by designated staff only. The CCTV System is owned by the Ruapehu College.

### Purpose of the CCTV System

To provide monitoring for the safety of students and staff at Ruapehu College.

To protect Ruapehu College buildings and assets.

To assist in identifying offenders.

To protect the personal property of students, staff and visitors.

### Statement of Intent

- Ruapehu College will treat the system and all information, documents and recordings obtained and used as data which is protected in accordance with the 1993 Privacy Act.
- Cameras will be used to monitor activities within Ruapehu College and its car parks and other public areas to identify undesirable activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of Ruapehu College students, together with its staff and visitors.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for any other purpose.
- Warning signs, as required under the Privacy Act, will be visible at all access routes to areas covered by the Ruapehu College CCTV system.
- The camera in the principal's office is the only camera with audio recording capability.
- The Principal is the only person with access to the principal's camera.
- The Principal must inform any person/s present if and when the camera will be turned on.

### Operation of the System

- The system will be administered and managed by the Principal in accordance with the principles and objectives expressed in this policy.
- The day to day management of the system will be the responsibility of the senior leadership team and the Ruapehu College property manager during out of hours and weekends.
- The CCTV system will be operated 24 hours a day, every day of the year.
- Any maintenance, upgrade or servicing of the system must not be carried out without notification and expressed authority from the principal and/or member of the senior leadership team.

### Monitoring Procedures

- Only the following staff will have password protected access to the CCTV system: The Principal, Senior Leadership Team, college ICT coordinator, junior and senior deans, HOD Physical Education ( for issues pertaining to the Gymnasium space ) and the college property manager.
- Any Technicians involved in servicing, repairing or updating the CCTV system will need to have the permission of the principal or senior management.
- Viewing footage is solely for the objectives outlined in point one.
- A register to record viewing of footage to be completed (date, time, viewer, reason).
- An audit of the register to be conducted annually.

### **Image Storage Procedures**

- The images are stored on the hard drive. If images are required for evidential purposes, the following procedures for their use and retention must be strictly adhered to.
- The images need to be transferred to a drive which must be sealed, witnessed, signed and dated by the principal or member of the senior leadership team and:
  - - Stored in a locked safe until collected.
  - - Each disk must be identified by a unique reference number.
  - - The disk should be new or cleaned of any previous recording.
  - - If the disk is archived at a later date, the reference number must be noted.
- Footage may be viewed by the Police for the prevention and detection of crime or identification of a missing child.
- A record will be maintained of the release of footage to the Police or other authorised applicants.
- Viewing of footage by the Police must be recorded in writing.
- Requests by the Police can only be actioned through the principal or a member of the senior leadership team.
- Should footage be required as evidence, a copy may be released to the Police. Footage will only be released to the Police on the clear understanding that the footage remains the property of the school, and both the footage and information contained on it are to be treated in accordance with this policy.
- The Police may require the school to retain the stored footage for possible use as evidence in the future. Such footage will be properly indexed and properly and securely stored until they are needed by the Police.
- Applications received from outside bodies (e.g. lawyers) to view or release footage will be referred to the Principal. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that it is required for legal proceedings, a subject access request, or in response to a Court Order.

### **Breaches of the Policy (including Breaches of Security)**

Any breach of this policy will be initially investigated by the Principal, in order to take the appropriate action and inform the board.

Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

### **Complaints**

Any complaints about the Ruapehu College CCTV system should be addressed to the Principal. Complaints will be investigated in accordance with the Ruapehu College complaints procedures and with reference to this policy.

### **Access by the Data Subject**

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.

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

### **Public information**

This policy will be posted on the Ruapehu College website.

Paper copies may be requested from the Ruapehu College office.

### **Summary**

- The CCTV Policy will be reviewed every three years.
- The CCTV system is owned and operated by Ruapehu College.
- The Hard Drive may only be viewed by authorised Ruapehu College personnel and the Police.
- Any breaches of this policy will be investigated by the Principal. An independent investigation will be carried out for serious breaches.

### **Review**

This policy will be reviewed in accordance with the Board's regular policy review process.

### **Ratified by Ruapehu College Board of Trustees**

Chairperson: Elijah Pue



Signed: \_\_\_\_\_ Date: 30.04.20

Date for policy review: April, 2023