

CCTV POLICY

INTRODUCTION

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) at Otumoetai Intermediate School. This Policy follows Privacy Act 1993 guidelines.

1. Objectives of the CCTV System

- (a) To provide monitoring for the safety of students at school.
- (b) To protect the school buildings and assets.

2. Statement of Intent

All information, documents and recordings obtained and are protected by the Privacy Act.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. CD images/disks will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. CD images/disks will never be released to the media for any other purpose.

Warning signs, as required under the Privacy Act have been placed at all access routes to areas covered by the school CCTV.

3. 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 will be the responsibility of Senior Management Team and the Property Manager during out of hours and at weekends.

The ICT systems operator (Dynamo6) will be involved in maintaining hard disc space and system maintenance logs. If required the systems licensed security installer may be called upon for assistance.

The CCTV system will be operated 24 hours each day, every day of the year.

4. Liaison

Liaison meetings (to monitor and maintain the system) may be held with staff representatives, ICT systems operator (Dynamo6), the Schools Management team who are directly involved in the support of the CCTV system.

5. Monitoring Procedures

The Principal and Deputy Principal have access to monitor all cameras on their computers. The Property Manager is also able to monitor the cameras.

6. 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 disk which must be sealed, witnessed, signed by the controller, dated 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. A register will be available for this purpose.

Viewing of footage by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned through the Principal.

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.

7. 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 this policy will be immediately reported to the BOT Chairperson and an independent investigation carried out to make recommendations on how to remedy the breach.

8. Assessment of the scheme and this policy

Performance monitoring, including random operating checks, may be carried out by the Principal/ICT Systems operator.

9. Complaints

Any complaints about the school's CCTV system should be addressed to the Principal. Complaints will be investigated in accordance with the schools complaints procedures and with reference to this policy.

10. 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.

11. Public information

Copies of this Policy will be available to the parents from the School Office.

12. Summary of Key Points

- The CCTV Policy will be reviewed every three years.
- The CCTV system is owned and operated by the school.
- Liaison meetings may be held with the Police and other bodies.
- The Hard Drive may only be viewed by Authorised School personnel and the Police.
- Images required as evidence will be properly recorded, witnessed and packaged before footage is released to the police.
- Any breaches of this policy will be investigated by the Principal. An independent investigation will be carried out for serious breaches.
- Breaches of the policy and remedies will be reported by the Principal to the Board.