

# Hauraki Primary School

## Policy Document

### Video Surveillance

#### **Rationale:**

Video is used as a tool to keep people and property safe.

#### **Purpose:**

- To capture video footage that could be used to investigate a crime or serious antisocial behaviour against school property, personnel and students.
- To use surveillance as a means of deterring crime or serious antisocial behaviour against school property, personnel and students.

#### **Guidelines:**

1. The Principal will appoint a nominated person who will be responsible for the operation of the video surveillance system ('CCTV'). The nominated person will be appropriately trained in the operation of the CCTV system.
2. The CCTV cameras operate in public spaces and will not be located in places that intrude on the privacy of individuals (eg, bathrooms or changing rooms).
3. Appropriate signage will be placed around the school advising that video surveillance operates in this area.
4. The cameras will be operated by the nominated person during the times and in a manner as set by the Principal. The Principal may make changes to the operation of the system from time to time.
5. The nominated person will take all reasonable steps to ensure that all footage is accurate complete and relevant, i.e., the tapes include the correct time and date and that images are clear.
6. The footage should only be used for the purposes for which they were collected.
7. CCTV footage will not be disclosed publicly unless with the consent of the individual(s) in the footage or by request of the Police. Where the Police request access to footage for the purposes of investigating a crime, the school shall keep details of the requesting Police Officer, crime being investigated, date, time and suspected location of the offence.
8. CCTV footage will be protected from loss and unauthorised access, use, modification and disclosure through appropriate technical and procedural safeguards. For example, only authorised staff will have access to the control/monitoring room and a log will be kept of the monitoring of the footage including access by any third parties.
9. CCTV footage will only be kept for a specified time which will not be longer than is necessary to achieve its purpose and will be set at the discretion of the Principal.
10. Audits on the video surveillance system should be carried out at times as determined by the Principal to ensure effective and smooth operation of the system.
11. Any information gathered through video surveillance must be collected, used, stored or disclosed in accordance with Privacy Act 1993.

**Signed:** \_\_\_\_\_

Brendon Clark

**Date: 20 September 2018**

**Chairperson Board of Trustees**

**Review Date: Term 3 2021**