

# Hauraki Primary School

## Policy Document

### Video Surveillance

#### **Rationale**

It is a primary objective of the Hauraki School Board (the Board) to provide a physically and emotionally safe place for all students and staff. The Board is committed to taking all reasonably practicable steps to ensure the health and safety of all students, staff, and other visitors to the school.

#### **Purpose:**

The Board use video surveillance (CCTV) as a reasonably practicable step to ensure health and safety and eliminate or minimise health and safety risks by:

- Using CCTV as a means of deterring crime or serious antisocial behaviour against school property, personnel and students.
- Capturing CCTV footage that could be used to investigate a crime or serious antisocial behaviour against school property, personnel and students.

#### **Guidelines**

1. Before introducing cameras and CCTV into any area of the school, we conduct a privacy impact assessment and consider:
  - the vulnerability of children and young people
  - the availability of other strategies to address security, behaviour, and safety issues
  - whether the camera is positioned in a place where people would have a reasonable expectation of privacy (e.g. bathrooms, including entrances)
  - the risk that this surveillance breaches other legislation such as the Human Rights Act 1993.
2. We only use CCTV to collect information for a necessary and lawful purpose; namely to deter and identify anyone:
  - entering the school grounds illegally
  - engaging in criminal activity, misconduct, or antisocial behaviour risking harm to health and safety.
3. CCTV is not used to routinely monitor students or staff. We do not use hidden devices to record photos, video, or sound at school or school-related activities or events.
4. We make individuals aware we are using CCTV and collecting their information and our reason for collecting it through signage. This Video Surveillance Policy also acts as a privacy notice.

5. The principal is the Privacy Officer for the school and may appoint a nominated person who is responsible for the operation of CCTV. The nominated person will:
- be appropriately trained in the CCTV system,
  - operate CCTV during the times and in a manner as set by the principal, who may make changes deemed necessary from time to time; and
  - will take all reasonable steps to ensure that all footage is accurate complete and relevant, by ensuring the correct time and date and clear CCTV images.
6. We ensure CCTV data is protected from loss, unauthorised access, use, modification, disclosure, and other misuse in line with our Computer Security and Cyber Security policy. All data is destroyed or stored to comply with approved data protection standards.
7. We ensure the following conditions when accessing or providing access to CCTV data:
- Access to CCTV data is limited to the privacy officer or their delegate, and appointed system managers.
  - We record who accesses the system and why.
  - No data is removed from the system unless approved in writing by the Privacy Officer.
  - If people are recorded during normal school activities, their recorded images are not viewed, and individuals are not identified unless we have reasonable grounds to view the footage and identify the individuals.
  - We do not allow people to access camera surveillance data that does not contain their personal information.
  - Audits on the CCTV are carried out at times as determined by the Principal to ensure effective and smooth operation of the system.
8. People have the right to request access to CCTV data that includes their personal information. If providing access would reveal the personal information of another person, we take reasonable steps to protect the other person's privacy. It is likely that personal access will be limited to view-only to prevent unnecessary disclosure or publication of another person's personal information.
9. Police may request access to CCTV data when investigating criminal activity. We do not have to provide access, but we may if we are reasonably satisfied that this will not breach privacy principles and will help the police with the prevention, detection, investigation, prosecution, and punishment of offences. We will keep details of the requesting Police Officer, crime being investigated, date, time and suspected location of the offence.

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

**Presiding Member of the Board**

Date: \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Related policies**

- Computer Security and Cyber Security
- Concerns and Complaints
- Crisis Management
- Health and Safety
- Privacy