

## Camera Surveillance Guidelines

Camera surveillance in schools operates to discourage undesirable behaviour and help identify and resolve security issues. People on school grounds are made aware of the use of CCTV, and privacy regulations are followed. The system may operate 24 hours a day, seven days a week, according to the school's assessment of when it is needed.

The school's privacy officer is responsible for overseeing the CCTV system. Our privacy officer is the principal.

Piopio Primary School complies with the Privacy Act in using and managing the system. Conditions of the Privacy Act that govern how we handle personal information include:

- Information may only be collected for a necessary and lawful purpose.
- Individuals must be aware of the information collection and the reason for it.
- Information collected for one purpose cannot be used for another.
- Information is stored and disposed of securely.

The following guidelines apply to camera surveillance at our school:

### Privacy

- We have signage in strategic places to inform people of the system, and our reason for it.
- Cameras are not installed in sensitive places such as bathrooms.
- Staff are advised that while they go about their normal business at the school, their recorded images, and those of their students, will not be reviewed except to identify culprits.
- The system is installed so that individuals committing a crime on school grounds can be identified and prosecuted. It is only used to identify persons illegally on the premises or engaged in criminal activity, or disturbing school programmes or individuals.

### Access to recordings and system-related information

- Access is limited to the privacy officer and appointed system managers. A log book is used which details access to the system, the purpose of the access, and the operator.
- No recorded data is taken from the system unless approved in writing by the privacy officer.
- Police may request access when investigating criminal activity in the area. The police are given access to the system as required but must comply with this policy. If the school has concerns about releasing this information, we will contact our legal advisors. The school must comply if the police have a search warrant.
- Requests for access from parents or other interested parties will be denied unless good cause is given and the board formally approves this access.
- Any system misuse is reported to the principal, or the board if the principal is involved.
- Staff have the right to see footage of themselves as it is personal information held about them. However, they can only see it if it is readily retrievable, so

must supply a time, date, and location. The privacy of other people who may be in the footage must be considered in this case.

### **Storage**

- All data, hard drives, etc., are destroyed or stored in compliance with the approved standard on data protection. Data is stored according to the standard so that it is not compromised and can be successfully used in court as evidence.

### **Monitoring system use**

- The monitoring firm provides regular reports on the effectiveness of the system, and the system's operation is checked regularly by the privacy officer and monitoring firm.
- The system, its operation, and related policies and procedures are audited and evaluated regularly as part of the annual health and safety audit.