



AD ALTIORA | MAURI ORA

POLICY: Rangitikei College Board

Security Camera policy

Rationale

The installation and use of CCTV at Rangitikei College can support and enhance our ability to provide a safe and secure school environment for students, staff and visitors. In doing so we must ensure that privacy is considered in the installation and use of these cameras.

Installing security cameras on school grounds can:

- act as a deterrent and reduce the likelihood of vandalism and theft.
- deter misconduct and inappropriate behaviour.
- help to verify incidents on school grounds to support an evidence-based response.
- reassure students, staff and visitors that they are protected when on school grounds.

This policy also clarifies how the college will comply with the requirements of the Privacy Act 2020. This legislation demands that:

- information is only 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.

Guidelines

Installation:

1. The installation of any security camera onsite must be approved by the Principal, school Privacy Officer and Business Manager. If agreement cannot be reached, the matter will be referred to the full Board for determination.
2. Placement of individual cameras must be wide in scope and not place any member of staff under undue surveillance (eg. Focussed on one particular workstation).
3. Cameras must not be located in the following areas:
 - a. toilets
 - b. changing rooms
 - c. dressing rooms
 - d. showers
 - e. other areas where individual privacy is paramount.

Signage

1. The school has a responsibility to ensure there is signage that notifies staff, students, visitors, contractors and/or the general community that security cameras are in operation.

2. Signage must be:

- a. situated at all regular site entry and exit points (at a minimum)
- b. easily understood by all parties, and include a mix of text and symbols
- c. clearly visible, distinctive and located in areas with reasonable lighting, placed in normal eye range and large enough so that any text can be read easily
- d. checked regularly for damage/theft/vandalism.

Use of security camera footage

1. Security camera footage may only be used for the following purposes.

a. *Live footage* may be used to:

- i. provide situational awareness of incidents that pose a risk to health or safety of the school community or following a school security alarm activation or other trigger
- ii. monitor for activities that pose a risk to the health or safety of the school community or to property where:
 1. there is a reasonable belief that an incident will occur.
 2. monitoring the live footage will help to identify the persons involved and/or support the school to reduce the risk of the incident occurring or reoccurring
- iii. locate students missing from where they should be
- iv. provide the school or appropriate agencies with visual coverage during emergencies.

b. *Recorded footage* may be used to:

- i. prevent, verify and investigate actual or potential incidents involving:
 1. criminal behaviour or serious misconduct of anyone on school grounds
 2. staff misconduct
 3. other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may use camera footage of incidents to help inform decisions about student management
- ii. verify and investigate other incidents involving students, staff or visitors (for example, incidents in which a person has sustained injury, loss or damage on school premises)
- iii. support school leadership with incident review and debriefing.
- iv. show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents, or their advocates (eg. social worker, lawyer) provided:
 1. the Principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child, or for a staff member to better understand an incident
 2. it would not cause a health, wellbeing or safety risk to any other person

3. it would not be an unreasonable intrusion into another person's privacy.
 - v. The school cannot give copies of CCTV footage to staff, students or parents.
 2. In addition to the prohibited locations of cameras above, camera footage must not be used:
 - a. to monitor staff performance
 - b. for the purpose of covert/hidden surveillance except in exceptional circumstances for a particular purpose and time. Such use requires the authorisation of any three of the following: Principal, Business Manager, Board Presiding Member, Board Deputy Presiding Member.
 3. Once the purpose for which the footage was gathered and recorded has been met, the footage must be deleted.

Access to security camera footage

1. Access to footage must only be accessed for the purposes set out in this policy and only by the following people:
 - a. the Principal
 - b. staff specifically authorised by the Principal
 - c. police for the prevention/detection of crime or identification of a missing child.
 - d. outside agencies during an emergency
 - e. any other people permitted or required by law.
2. Access by agencies outside the school must be recorded in writing and approved by the Principal (or Deputy Principal if s/he is unavailable) or the Board Presiding Member.

Complaints

1. Complaints relating to the implementation of this security camera policy should be managed in accordance with the school's Complaints Policy and procedures.

Presiding Member:



Date:

24/5/2023

Next review date:

ASSOCIATED DOCUMENTS:

1. Privacy Act 2020
2. *Privacy and CCTV: A Guide to the Privacy Act for Businesses, Agencies and Organisations*. Office of the Privacy Commissioner, 2009