



CCTV Policy for Te Aroha College

Rationale

Te Aroha College is committed to providing a safe and secure environment for students, staff, and visitors. The installation and use of Closed-Circuit Television (CCTV) is one of the measures adopted to enhance security, deter criminal activity, and ensure the safety of everyone within the school premises. This policy outlines the purpose, scope, and management of CCTV systems in line with New Zealand's legal requirements and best practices.

Purpose

The purpose of this policy is to:

1. Enhance Safety and Security: To protect students, staff, and visitors by deterring and detecting criminal activity, vandalism, and antisocial behaviour.
2. Incident Investigation: To assist in the investigation of incidents occurring within the school premises.
3. Operational Efficiency: To monitor school facilities and ensure the smooth operation of school activities.
4. Compliance: To ensure that the use of CCTV systems complies with relevant legislation, including the Privacy Act 2020 and the Education and Training Act 2020.

Scope

This policy applies to all CCTV systems operated by Te Aroha College and covers all staff, students, visitors, and contractors within the school premises.

Policy

1. Installation and Operation

- CCTV cameras will be installed in strategic locations, including entrances, exits, corridors, and common areas. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms and changing rooms.
- Signage indicating the presence of CCTV cameras will be prominently displayed at all entrances to the school and in areas where cameras are operational.

2. Data Management

- CCTV footage will be recorded and stored securely for a period not exceeding 30 days unless required for an ongoing investigation or legal proceedings.
- Access to CCTV footage will be restricted to authorised personnel only. Requests for access to footage by external parties must be approved by the Principal or designated school official.

3. Privacy and Compliance

- The use of CCTV will comply with the Privacy Act 2020, ensuring that footage is used only for the purposes outlined in this policy.



- Individuals recorded by CCTV have the right to access their personal data. Requests for access must be made in writing and will be responded to within 20 working days.

4. Monitoring and Review

- The effectiveness of the CCTV system and this policy will be reviewed annually by the school management team.
- Any changes to the policy or the operation of the CCTV system will be communicated to staff, students, and parents in a timely manner.

5. Roles and Responsibilities

- Principal: Overall responsibility for the implementation and management of the CCTV system.
- CCTV Administrator: Day-to-day management of the CCTV system, including maintenance, data storage, and handling access requests.
- Staff and Students: Adherence to the policy and reporting any incidents or concerns related to CCTV usage.

6. Complaints and Concerns

- Any complaints or concerns regarding the use of CCTV should be directed to the Principal. Complaints will be investigated in accordance with the school's complaint procedures.

Conclusion

The implementation of CCTV at Te Aroha College aims to create a safer and more secure environment for all. By following this policy, the school ensures that the use of CCTV is conducted responsibly, transparently, and in compliance with legal requirements.

Ratified: June 2024

Date of next review: June 2027