



Kapakapanui School Camera Surveillance Guidelines

The school's camera surveillance system is installed to deter and identify crime (including wilful damage and vandalism to school property) and undesirable behaviours, and thus provide greater protection and safety for our students and staff. The system operates 24 hours a day, seven days a week, according to the school's evaluation of when it is needed.

The school complies with the Privacy Act 2020 in using and managing the system and every effort is made to prevent it impacting on the privacy of the school community in its daily life. Specifically, the Privacy Act 2020 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.

To achieve this, we have the following guidelines:

- The school's privacy officer is responsible for overseeing the CCTV system. Our privacy officer is the principal. Please contact the principal if you have any questions about the system.
- The system is installed so that individuals committing a crime / vandalism on school grounds can be identified and potentially prosecuted, and to deal with serious incidents involving students. It is only used to identify persons illegally on the premises or engaged in criminal activity, or individuals disturbing school programmes or staff / students.
- Access is limited to the privacy officer and authorised system managers.
- Staff and students going about their normal business at school, and their recorded images, will not be reviewed unless investigating an incident, including wilful damage and vandalism, or undesirable behaviour.
- No recorded data is taken from the system unless approved in writing by the privacy officer.
- Police may request access to CCTV records when investigating criminal activity in the area, 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.
- Any request to review footage will be considered as a request under the Privacy Act 2020.
- Any system misuse is reported to the principal, or the board if the principal is involved.
- We have signage in strategic places to inform people of the system and our reason for it.
- Footage is stored electronically for 90 days in accordance with approved standards on data protection (so that it is not compromised and can be successfully used in court as evidence) then automatically deleted / written over.
- Cameras are not installed in sensitive places such as bathrooms.
- 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.