

Rangiora High School Board of Trustees



Procedural Policy: CCTV System Use

Rationale

1. To ensure that Rangiora High School and its employees comply with the Privacy Act in relation to the ongoing use of the system.
2. The system will be managed in a way that protects the rights of staff, students and authorised visitors while on legitimate business at the School.
3. To manage access to the viewing of recorded footage, live images and to the system itself.
4. To ensure any required recorded data is not compromised and can be successfully used in Court as evidence.
5. To ensure the cameras are used only as an aid to assist in improving security, safety, reducing risk and identifying individuals who are acting illegally or who are not following RHS policies and practices.

Purpose of the System

1. The installation of the CCTV system is to assist in maintaining the security of the Rangiora High School community and environment.
2. The system's design, use and management will comply with relevant sections of the Privacy Act and School Policies.

Guidelines

1. The protection of individual's privacy shall be maintained by:
2. Adhering to Principle 1 of the Act 1993 that specifies information can only be collected for a necessary and lawful purpose.
3. Adhering to the implications of Principle 3 that individuals must be aware of information collected and the reason for it.
4. The storage and security of personal information i.e. video footage.
5. Upholding Principle 10. Information collected for one purpose cannot be used for another.
6. Information collected via camera footage will only be used to identify those engaged in criminal activity, suspicious behaviour or in breach of other School Policy's / practice.
7. The viewing of footage will be restricted to events as close to the time of the reported incident as possible.
8. Only the System Manager, School approved users or Police will have access to the system or footage/images from it.
9. Staff are to be informed of the systems existence, of this Policy and know that while they go about their normal work activity at the facilities neither their recorded images nor those of area users will be reviewed except under guideline 2 above.

10. Rangiora High School Board of Trustees are the owners the system and all footage provided by the system. The Board of Trustees or staff with delegated authority have responsibility for the system's use and compliance with this Policy.

Requirements

1. That signage advising of the systems installation will be installed and maintained on entries to the School and strategic points throughout the School.
2. That an electronic log book that details access to the system recorded data, the purpose of access and the operator is overseen by the System Manager.
3. That no recorded data is removed from the system unless approved by the System Manager and other authorised users. This is to be recorded in the system log book and a footage request form completed and approved.
4. Any system misuse will be reported in writing to the Board of Trustees.
5. Health checks will be carried out weekly on the system by the System Manager.
6. Requests for access to the system or footage from the system made by the public or other interested parties will be denied unless Police support this access formally.
7. Police will be given access to the system as required but will need to comply with this Policy.

Date of Review	2017
Date of Next Review	2020
Signed by the Board Chair	

Appendix 1: System Manager & Approved Users

System Manager:	School Approved System Users:
Deputy Principal (Student Success, Achievement and Resourcing)	Heads of House Deans of House Deputy Principals Property Manager Principal
Director of ICT as backup	Systems Manager with oversight of CCTV

Appendix 2: Footage Request Forms

Application to Extract Images or Footage from Rangiora High School's CCTV System	
Person Requesting:	Date:
Government Department/ Organisation:	
Address:	
Email Address:	
Contact Number:	
Reason for Request:	
Date of Incident:	Time:
Location of Incident	
Details of Incident:	
Applicant Signature:	Authorising signature:
Date:	Date:
<i>The Recipient agrees to control, restrict use and redistribution of the supplied footage/images as per the Rangiora High School's CCTV Procedural Policy Document.</i>	
Follow up Action:	
Outcome:	

Appendix 3: Electronic Log Format

DATE	STAFF CODE	CAMERA NO.	DAY / TIME VIEWED	REASON FOOTAGE VIEWED