



Te Kauwhata College

CCTV Policy

PURPOSE

Te Kauwhata College uses Closed Circuit Television (CCTV) to help maintain a safe and secure environment for students, staff, visitors, and school property.

CCTV supports the school's ability to prevent incidents, respond to concerns, and investigate situations when needed. The school recognises that CCTV involves collecting personal information and is committed to protecting privacy and managing this information responsibly.

All CCTV use at Te Kauwhata College complies with the **Privacy Act 2020** and the **Information Privacy Principles**.

This policy applies to:

- All CCTV systems owned or operated by Te Kauwhata College
- All students, staff, contractors, and visitors on school grounds
- All staff authorised to operate, view, or manage CCTV systems

Privacy Principles

Te Kauwhata College will ensure that:

- Cameras are visible and clearly signposted
- Cameras are not placed in private areas, including bathrooms, changing rooms, or staff-only spaces
- CCTV footage is used only for legitimate safety and security purposes
- Personal information is stored securely and retained only as long as necessary.

Governance and Oversight

The Te Kauwhata College Board delegates responsibility for the operational management of CCTV to the Principal.

The Principal will ensure that:

- CCTV systems operate in line with this policy
- Staff are trained in appropriate use of CCTV
- Privacy obligations are followed
- Access to footage is appropriately controlled

Complaints

Any concerns about CCTV use or privacy can be raised through the school's formal Concerns and Complaints process.

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CCTV PROCEDURES AND OPERATIONAL GUIDELINES

1. CCTV System Overview

The school CCTV system includes:

- Fixed cameras
- Pan, Tilt and Zoom (PTZ) cameras
- Monitors
- Digital recorders
- Secure storage systems
- CCTV signage

Cameras are located in key public areas of the school site to support safety and security.

Cameras may be relocated if safety or security needs change.

2. Areas Where Cameras Are Not Installed

CCTV cameras will never be installed in private areas, including:

- Toilets
 - Changing rooms
 - Staff break rooms
 - Any area where individuals would reasonably expect privacy
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3. Operating Hours

CCTV cameras operate 24 hours a day, 7 days a week.

4. Access to CCTV Footage

Access to CCTV footage is restricted to authorised personnel.

Authorised personnel means:

CCTV Administrator:	Full system access to all CCTV camera features and programming.	Pioneer Fire and Security
CCTV High Level User:	Full system access to all CCTV camera features and programming for maintenance purposes.	Te Kauwhata College IT Technician
CCTV Operator:	Majority system access for all CCTV cameras on-site, including some programming ability, live view, playback, and export.	Principal, Senior Leadership Team
CCTV View Only:	Live view, playback	Deans

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5. Viewing and Use of Footage

CCTV footage may be viewed when:

- Investigating a safety incident
- Investigating student or staff misconduct
- Responding to a reported event
- Supporting a Police investigation

Footage will not be publicly shared unless requested by Police or required by law.

Staff must ensure that CCTV images used for any purpose are accurate, relevant and not misleading.

6. Storage and Retention

CCTV footage is stored securely on a digital recording system.

- Footage is stored for up to 30 days
 - After this period, it is automatically overwritten
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7. Requests to Access CCTV Footage

Under the Privacy Act 2020, individuals may request access to CCTV footage that contains images of them.

Requests must be made in writing using the Access to CCTV Recordings Request Form, and include the date, time, and location of the footage if possible.

When an access request has been received and the footage can be located, the school will take measures to ensure the relevant footage is saved.

The school will respond within 20 working days.

If footage includes other identifiable individuals, the school may provide a description of the footage or arrange supervised viewing.

8. Protecting Privacy

Te Kauwhata College will take reasonable steps to ensure that:

- CCTV footage is stored securely
 - Access is limited to authorised users
 - Footage is not shared publicly or uploaded online
 - Privacy rights are respected at all times
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9. Privacy Breaches

If a privacy breach occurs that could cause serious harm, the school will:

- Notify the Office of the Privacy Commissioner
- Inform affected individuals where required
- Take steps to prevent further breaches.

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APPENDIX 1:

Privacy Notice – CCTV at Te Kauwhata College

1. **CCTV Operation:** Te Kauwhata College operates CCTV on site. This means personal information, including images, about identifiable individuals, may be collected.
 2. **Purposes of CCTV Operation:** This personal information is collected for the lawful purposes of: deterring criminal activity, increasing the personal safety of staff, students, and visitors, protecting school property, assisting in the investigation of incidents, and protecting property owned by others.
 3. **Disclosure of Information:** Personal information collected may be disclosed to designated staff and contractors for the purposes listed above, as well as to the New Zealand Police and other public sector agencies where required or permitted by law.
 4. **Your Rights under the Privacy Act 2020:** Individuals who are the subject of CCTV footage have the right to request access to their personal information held by the school. They also have the right to request the correction of that information. All requests will be handled in accordance with the Privacy Act 2020.
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APPENDIX 2:

Application Form for Access to CCTV Recordings

Te Kauwhata College uses Closed Circuit Television (CCTV) systems to enhance the safety and security of students, staff, visitors and property as per the CCTV policy.

The Privacy Act 2020 gives you the statutory right of access to the CCTV images and any voice recordings we hold about you.

Please complete this form if you wish to access a CCTV image. Please note that due to digital storage restraints, requests for footage older than 30 days may not be accessible.

Name of person making the request:	
Address:	
Contact Number:	
Email Address:	
Details of image to be viewed:	
• Date/Estimated time:	
• Location on site:	
• Reason for request:	
I acknowledge that the footage provided will only be used within the terms and purposes of the Te Kauwhata College CCTV Procedure and Operation Guidelines and will not be published on the internet or given to any publication.	
Signed:	Date:

Please return this form to the Principal of Te Kauwhata College. We will respond to your request within 20 working days.