



Guidelines and Best Practice for Camera Surveillance (CCTV) at Raglan Area School

Rationale

This Guideline and Best Practice sets out a framework for the application of closed circuit television (CCTV) surveillance systems at Raglan Area School (RAS).

Policy Statement

This Guideline and Best Practice applies to all employees/students of Raglan Area School, contractors and general public who may enter the Raglan Area School site.

Definitions

“CCTV” means closed circuit television which is a reference to camera surveillance systems that capture images and/or sound of individuals or information relating to individuals.

Authorised personnel means

CCTV Administrator	Full system access to all CCTV camera features and programming	OnGuard Security and Systems Administrator Director, Facilities Management or delegate
CCTV High Level User	Full system access to all CCTV camera features and programming for maintenance purposes	RAS CCTV IT Technician OnGuard Security RAS Security
CCTV Operator	Majority system access for all CCTV cameras on site including some programming ability, live view, playback and export	RAS Site Maintenance Manager, RAS Security
CCTV View Only	Live view, playback (no export)	Principal and designated staff

Policy Guidelines

The Principal will:

- Have overall responsibility for overseeing the implementation of these guidelines and best practices.
- Work with the RAS Board of Trustees to ensure that it complies with the Privacy Act,
- Ensure that RAS staff are trained in respect of CCTV related matters.



Objectives

RAS aims to provide a safe and secure environment to protect its staff and students by using CCTV to:

- Increase personal safety of staff, students and visitors and reduce the fear of crime;
- Protect RAS buildings and assets;
- Assist Senior Leadership Team investigating student and/or staff related incidents;
- Support the Police in a bid to deter and detect crime, assist in identifying, apprehending and prosecuting offenders;
- Protect members of the public and private property;
- Assist in managing RAS, particularly areas with high Health & Safety risks.

Privacy Act

The operation of CCTV means that images and/or sound recordings of identifiable individuals will be collected, held and disclosed by RAS. Compliance with the Privacy Act principles is required by all RAS staff. A Privacy Notice attached as Appendix I will be available to the public at the school office.

The System

1. The system may comprise of, but not be limited to, a range of: Fixed position cameras; Pan Tilt and Zoom cameras; Sound recorders; Monitors; Multiplexers; digital recorders; Public information signs.
2. Cameras will be located at various places on the school site, and may be relocated from time to time. CCTV may cover (but is not limited to):

A Block Court Yard
A Block Hallway (East)
A Block Hallway (West)
AF Classrooms & Courts
AF2 Rear
AF3 Rear
Boat Shed Front
Boat Shed Rear
Boat Shed Side
D Block Courts
E Block Courts
Hall Entry
Hall Side Entry
Home Ec Room

Junior Courtyard
Junior Playground
Learning hub
Library Courtyard
Main Gate
Norrie Av A Block entry
P Block Basketball courts
P Block Rear
Pool
Rear Gate
Room 30
Te Piruru
Te Puawaitanga

3. No camera will be hidden from view and signage advising of CCTV equipment will be installed at entry points to the campus and close to the cameras where

practicable. See Appendix II for a sample. The RAS website will also notify visitors that CCTV is operating on the RAS site.

4. Any staff or student incidents or misconduct detected by CCTV will be handled in accordance with RAS Board of Trustees Policies and Procedures.
5. Any criminal activity recorded on CCTV will be handled in accordance with RAS Criminal Reporting procedures.
6. The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals - For example CCTV will not be used in areas such as bathrooms or changing areas, or in staff spaces.
 - 6.1. CCTV footage will only be viewed by authorised personnel who have been instructed by the Principal to investigate an incident/accident .
 - 6.2. Footage will be viewed in accordance with the purpose of the cameras as detailed in this Guideline and Best Practice.
7. RAS staff may view real time and recorded data that cover areas that they manage by acquiring approval from the Principal.
8. Any or all cameras and sound recorders may operate 24 hours per day, 7 days per week.

CCTV footage access, storage and use

1. CCTV footage is stored on a secure hard drive or similar storage device.
2. CCTV footage will record on the hard drive for no more than 90 days before being overwritten in a continuous recording cycle. Where an incident or suspected incident has been identified, and with the approval of the Principal a portion of the footage is to be retained for that incident.
3. Any written request by an individual for a copy of the footage identifying them personally will be referred to the Principal for consideration. An application form is attached in Appendix III for use by staff and students. Any response to a request will include considerations of the ease of access to the footage, and the need to protect other people's privacy. If a request for a copy of the footage is unable to be granted without unreasonably breaching others' privacy, a written description may be provided of activities in the footage pertaining to the individual requesting the information or a viewing of footage may be arranged. Any request will be responded to within 20 working days.
4. The Principal will allow access only of relevant CCTV footage to: Authorised personnel of RAS who have requested footage; Contractors on site specifically to work on the CCTV equipment at the request of the Principal;
5. New Zealand Police or other public sector agencies such as the Privacy Commissioner; Individuals who have formally requested information pertaining to themselves at the authorisation and direction of the Privacy Officer.



6. When a request for access to the CCTV has been received and if the footage can be located, RAS will take measures to ensure the relevant footage is saved.
7. RAS will take reasonable steps to ensure that public disclosure does not occur (i.e. not upload footage to the internet, not publish still images in newspapers, not circulate it widely by email) unless the Police want it public.
8. RAS staff will take reasonable steps to check CCTV images are accurate, complete, relevant and not misleading before using them.
9. OnGuard Security has access to the RAS CCTV systems activity log.

Complaints

1. Any complaint about the CCTV will be received in accordance with RAS's formal complaints process.
2. Any complaint is to be forwarded in writing to the Principal.

APPENDIX 1

Privacy Notice - CCTV at RAS

CCTV Operation:

1. RAS operates CCTV on site. This means information about what you are doing and saying on site may be picked up by a camera.
2. Purposes of CCTV Operation. The purpose of collecting information is to:
Deter criminal activity;
 - Increase personal safety of staff, students and visitors;
 - Protect RAS property;
 - Assist RAS to investigate student and/or staff incidents;
 - Protect property owned by others.
3. Disclosure of Information collected may be disclosed to the Police and published by the Police if the Police decide that is desirable in the circumstances. The information collected may be accessed by designated RAS staff and used for the purposes in paragraph 2 above.
4. Access to CCTV. Individuals identified on CCTV have the right to ask for access to footage about them and request that information be corrected. All requests will be dealt with under the Privacy Act. Students [and staff] who want to view footage about themselves need to sign the application form.



APPENDIX II

These signs are positioned at various locations around the school. (external sites)

Front entrance



Internal administration door





APPENDIX III

Application Form for Access to CCTV Images

Raglan Area School (RAS) uses Closed Circuit Television (CCTV) systems for the purposes of crime prevention, public safety and for the objectives set out in RAS's CCTV Guidelines and Best Practice.

The Privacy Act 1993 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. If you require assistance please contact the Principal (contact details below).

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 RAS CCTV Guidelines and Best Practice and will not be published on the internet or given to any publication.	
Signed:	Date:

Please return this form to the Principal of Raglan Area School via email principal@raglanarea.school.nz or post to the attention of the Principal, Raglan Area School, P O Box 80, Raglan. Should you have any queries regarding this process, please contact the Principal on (07) 825 8140.

On receipt of your completed form, we will respond to your request promptly, and in no more than 20 working days. If we encounter any difficulties in locating your image(s) we will keep you informed of our progress.

To be completed by the Principal.

Request (<i>please circle one</i>)	Approved	Declined
Reason for decline:		
Details		
Signed	Date:	



Raglan Area School Values

- **Manaakitanga:** We are respectful, kind and empathetic.
- **Whanaungatanga:** We are inclusive and connect genuinely with others.
- **Kaitiakitanga:** We are caretakers of Te Ao Maori and our world.
- **Poutama:** We are resilient and aspire to excellence.

Reviewed: Oct 2023

Next review: Oct 2026

Signed Presiding Member:

Date:
