

## 13. CCTV Policy

### Purpose:

The purpose of this Policy is:

- (i) to regulate the management, operation and use of closed-circuit television ("CCTV") at James Hargest College ("the School"); and
- (ii) to ensure the CCTV is managed in a way that safety and security are enhanced, and the privacy of the School community and public are respected.

The Policy adheres to the principles set out in the [Privacy Act 2020](#)

### Objectives of the CCTV System

- a) To protect the safety of students, staff, volunteers, and visitors to the School;
- b) To monitor and uphold, when necessary, behaviour expectations for students in line with the School's Behaviour Policy;
- c) To protect the school buildings and assets, and the personal property of students, staff, volunteers and visitors to the School.

### Positioning of CCTV

All CCTV cameras are fixed and in plain sight on school premises. They are placed in areas the School reasonably believes require monitoring to address the above objectives. There are clear notices at the entrances to the school and at other key areas.

### Operation of the System

The system will be administered and managed in a manner that complies with the objectives outlined above.

CCTV will be operational 24 hours a day, every day of the year.

The system will be administered and managed by the Senior Leadership Team.

The ICT Manager will be involved in maintaining hard disc space and system maintenance. If required, the systems' licensed security installer may be called upon for assistance.

Images will be viewed/and or monitored in a suitably secure and private area to minimise the likelihood of access by unauthorised people.

### Monitoring Procedures

Only the ICT Manager, school approved users or Police will have access to the system or footage/images from it. All access is controlled by secure network usernames and passwords and limited to approved users only.

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Approved users include members of the Senior Leadership Team and the Property Manager. School Deans may also view footage in the company of approved users for the purposes of student wellbeing.

### **Image Storage**

Recordings are kept for a minimum of eight weeks and up to 16 weeks. They will then be automatically written over unless the School considers it necessary to retain the data for longer to ensure the objectives outlined above, or if lawfully required by a third party (eg. the police). When data is retained (and not written over), it will be retained in accordance with the Privacy Act 2020 and the School's Privacy Policy. When the data is no longer needed for one of the objectives outlined above, it will be deleted.

The School will keep an electronic log which records who has accessed or deleted footage.

### **Security of Data**

The School will take all reasonable steps to keep CCTV images secure and to ensure they are protected against unauthorised access, use, or disclosure. Security measures include maintaining secure passwords and limiting access to those who "need to know".

No recorded data will be copied from the system unless approved by the Principal or his delegate.

### **Accuracy of Data**

The School will take reasonable steps to check CCTV images are accurate, complete and relevant before using them for the above objectives.

### **Access to Images**

Access to stored CCTV images will only be given to authorised people, under the Principal's supervision, and only for the purposes of the above objectives (or if there is some other lawful reason to grant access).

Where images are accessed, the School will keep a record including the following details: who viewed the images, the time of access, the reason for viewing the images, detail of the images viewed.

Police may view the CCTV footage for the prevention and detection of crime or identification of a missing child. Requests by the Police can only be actioned through the Principal and must comply with this Policy. Police viewing of footage must be recorded in writing. (If the police have a search warrant, they must be given access to the relevant footage).

Should footage be required as evidence, a copy may be released to the Police, on the understanding the footage remains the School's property, and both the footage and information contained in it are to be treated in accordance with this Policy.

The Police may require the school to retain the stored footage for possible use as evidence in the future. Such footage will be properly and securely stored until needed by the Police.

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Applications to review, or receive copies of, footage by outside third parties (eg lawyers) will be referred to the Presiding Member and Principal. In these circumstances, footage may be released where satisfactory documentary evidence is produced showing it is required for legal proceedings or in response to a Court Order.

Parents and caregivers can only view footage if theirs is the only child involved in the images captured. In situations where the footage captures other students, staff, or visitors, then all identified parties need to agree to the viewing. This requirement may be negated if it is possible to blur images to protect the other parties' privacy.

Individuals (eg students and staff) also have the right to access personal data the School holds on them, including information held on the CCTV system if it has been kept. The School will require specific details including time, date and camera location before it can respond properly to any such request. Some personal data may be withheld where it is authorised by the Act (eg to ensure safety).

The School will keep a log of all those who access the data.

#### **Breaches of the guideline (including Breaches of Security)**

Any breach of this Policy will be investigated by the Principal who will take the appropriate action and inform the Board.

#### **Complaints and Queries**

Any complaints or queries about the school's CCTV system should be addressed to the Principal. Complaints will be investigated in accordance with the School's complaints procedures.

#### **Informing the Public**

A copy of this Policy will be available to the School community on the School website.

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