



**POLICY 5.1.6**

**CCTV POLICY**

**1. Introduction**

1.1 The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Tokomaru School.

**2. Objectives of the CCTV scheme**

- (a) To increase the personal safety of students, staff and visitors;
- (b) To protect the school buildings and their assets;
- (c) To assist in identifying offenders; and
- (d) To protect the personal property of students, staff and visitors.

**3. Operating Principles**

- 3.1 The school will treat the system and all information, documents and recordings obtained and used as data which is protected by the Privacy Act.
- 3.2 The operation of the school’s CCTV system will adhere to the Code of Practice published by the Privacy Commissioner.
- 3.3 Data secured as a result of the CCTV will not be used for any commercial purpose or made available to media organisations (including social media). Data will only be released to relevant authorities for use in the investigation of specific incidents related to the objectives laid out in 2a-d.

**4. Operation of the system**

- 4.1 The Scheme will be administered and managed by the Principal or their nominee, in accordance with the principles and objectives expressed in this policy.
- 4.2 The CCTV system will be operated 24 hours each day, every day of the year.
- 4.3 Warning signs, as required under the Privacy Act are visible in all access routes to areas covered by the school CCTV.
- 4.4 Applications received from relevant authorities to view or release data will be referred to the Principal.
- 4.5 The Board of Trustees delegates decision making authority over the release of data to the Principal or their nominee.
- 4.6 The Principle or their nominee will inform the Board of Trustees when a release of data occurs.
- 4.7 All transfer of data from the CCTV system to an external data store will be overseen by the Principal or their nominee.
- 4.8 Should data be required as evidence, a copy may be released to the Police. Data will only be released to the Police on the clear understanding that the data remains the property of the school, and the data is to be treated in accordance with this code. The school retains the right to refuse permission for the Police to pass to any other person the data or any part of it.

**5. Complaints**

5.1 Complaints about the operation of the school’s CCTV system will be investigated in accordance with the school’s Complaints Procedure 3.1.6.

Reviewed: December 2020  
Approved: March 2021

Reviewer: Sonia Mudgway & Matt Henry  
Next Review: December 2023

Approved by.....

Date:.....