



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	CCTV
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Section	Curriculum
Written By	BOT Policy Committee
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Approved By	NPBHS Board of Trustees
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Associated Policies	
Associated Procedures	

PURPOSE :

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) at New Plymouth Boys' High School School. This Policy follows Privacy Act 2020 guidelines.

1. Objectives of the CCTV System

- (a) To provide monitoring for the safety of students at school.
- (b) To protect the school buildings and assets.

2. Statement of Intent

All information, documents and recordings obtained are protected by the Privacy Act 2020.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Security data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Security data will never be released to the media for any other purpose.

Warning signs, as required under the Privacy Act have been placed at access routes to areas covered by the school CCTV.

3. Operation of the System

The system will be administered and managed by the Headmaster in accordance with the principles and objectives expressed in this policy.

The day-to-day management will be the responsibility of the Senior Leadership Team.

The ICT systems operator will be involved in maintaining hard disc space and system maintenance logs. If required the systems licensed security installer may be



called upon for assistance.

The CCTV system will be operated 24 hours each day, every day of the year.

5. Server Room

The ICT systems operator will check and confirm the efficiency of the system fortnightly and in particular that the equipment is properly recording and that cameras are functional.

Access to the CCTV Server Room will be strictly limited to the Senior Leadership team, ICT systems operator and nominated staff at the discretion of the Headmaster.

If an out of hours maintenance emergency arises, the Headmaster must be satisfied with the identity and purpose of contractors before allowing entry.

A visitor's book will be maintained in the server room. Full details of visitors including time/date of entry and exit will be recorded.

Other administrative functions will include maintaining hard disc space and occurrence and system maintenance logs.

5. Monitoring Procedures

The Senior Leadership team and the Director of Boarding have access to monitor all cameras on their computers and cellphones. Specified staff may be asked to monitor or review specific cameras at the discretion of the Senior Leadership team.

6. Image Storage Procedures

The images are stored on the Hard Drive for 14 days. If images are required for evidential purposes, the following procedures for their use and retention must be strictly adhered to.

The images need to be transferred to a portable hard drive which must be:

- Locked in the safe until collected
- Released by the Headmaster

Footage may be viewed by the Police for the prevention and detection of crime or identification of a missing child.

A record will be maintained of the release of footage to the Police or other authorised applicants. A register will be available for this purpose.

Viewing of footage by the Police must be recorded in writing.

Requests by the Police can only be actioned through the Headmaster.

Should footage be required as evidence, a copy may be released to the Police. Footage will only be released to the Police on the clear understanding that the footage remains the property of the school, and both the footage and information contained on 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 indexed and properly and securely



stored until they are needed by the Police.

Applications received from outside bodies (e.g. lawyers) to view or release footage must be made in writing and will be referred to the Headmaster. In these circumstances footage will normally be released where satisfactory documentation is produced showing that it is required for legal proceedings, an access request, or in response to a Court Order.

7. Breaches of the Policy (including Breaches of Security)

Any breach of this policy will be initially investigated by the Headmaster, in order to take the appropriate action and inform the Board.

Any serious breach of this policy will be immediately reported to the BOT Chairperson and an independent investigation carried out to make recommendations on how to remedy the breach.

8. Assessment of the scheme and this policy

Performance monitoring, including random operating checks, may be carried out by the Headmaster/ICT Systems operator.

9. Complaints

Any complaints about the school's CCTV system should be addressed to the Headmaster. Complaints will be investigated in accordance with the school's complaints procedures and with reference to this policy.

10. Access by the Data Subject

The Privacy Act 2020 provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV. Requests for Data Subject Access should be made to the Headmaster and shall be in writing.

11. Public information

Copies of this Policy will be available to parents from the School Office.

12. Summary of Key Points

- The CCTV Policy will be reviewed every three years.
- The CCTV system is owned and operated by the school.
- Liaison meetings may be held with the Police and other bodies.
- The Hard Drive may only be viewed by Authorised School personnel and the Police.
- Images required as evidence will be properly recorded, witnessed and packaged before footage is released to the police.
- Any breaches of this policy will be investigated by the Headmaster. An independent investigation will be carried out for serious breaches.
- Breaches of the policy and remedies will be reported by the Headmaster to the Board.

