

# **Henderson Intermediate School CCTV Camera Use Policy**

## **1. Purpose**

Henderson Intermediate School uses closed-circuit television (CCTV) cameras to support the safety and security of students, staff, visitors, and school property. This policy outlines the responsible use and management of CCTV systems in compliance with the *Privacy Act 2020*.

## **2. Scope**

This policy applies to all CCTV cameras installed on school premises, including their operation, access to footage, and storage of recordings.

## **3. Objectives**

- To deter and detect unauthorised or criminal activity on school grounds.
- To promote a safe and secure learning environment.
- To support school staff and police in investigating incidents that may impact safety or property.

## **4. Camera Placement**

CCTV cameras are positioned in public areas only, such as entrances, hallways, playgrounds, and car parks. Cameras are not placed in areas where individuals would have a reasonable expectation of privacy (e.g., toilets, changing rooms).

## **5. Notification and Signage**

Signage will be clearly displayed at entry points and around the school to inform individuals that CCTV surveillance is in use.

## **6. Access to Footage**

CCTV footage may only be accessed by:

- Designated school staff (such as the Principal or Deputy Principal), and
- New Zealand Police, where necessary for the purposes of an investigation.

Footage will not be shared with other parties, including students, parents, or external agencies, unless legally required (e.g., by court order).

## **7. Storage and Retention**

Recorded footage will be stored securely and retained only for as long as necessary for the purpose it was collected. Typically, this will be a period of up to 30 days, unless it is required for an ongoing investigation.

## **8. Privacy and Security**

The school will take all reasonable steps to:

- Protect CCTV footage from loss, misuse, or unauthorised access, and
- Ensure that the collection and use of footage complies with the principles of the Privacy Act 2020.

**9. Review** This policy will be reviewed every year, or sooner if required due to legal or technological changes.

**10. Contact**

For questions about this policy or requests related to personal information, please contact the Principal.

Reviewed on 28<sup>th</sup> July 2025