



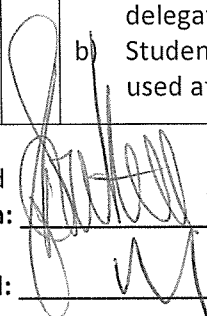
# WHANGANUI HIGH SCHOOL POLICY

## CCTV

Policy No: 6.5  
(NAG 6)

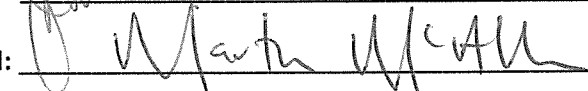
<b>INTRODUCTION</b>	1	<p>“CCTV” means closed circuit television. This “CCTV” policy will cover the use of all camera surveillance systems that capture video images, and/or sound of any individuals within the Whanganui High School environment including both indoor and outdoor use.</p>
<b>PURPOSE</b>	1	<p>CCTV surveillance is intended to provide the following benefits</p> <ul style="list-style-type: none"> <li>• To increase personal safety of staff, students and visitors at WHS, particularly in areas of high health and safety risks</li> <li>• To help prevent bullying and anti-social behaviour, including theft and vandalism.</li> <li>• To protect school property and assets during both day and night.</li> <li>• To assist in the identification of individuals who have been involved in anti-social incidents within our school environment.</li> </ul> <p>Whanganui High School BOT, expects the following guidelines to be adhered to.</p>
<b>GUIDELINES</b>	1	<p>The use of the CCTC system will be conducted in a professional, ethical and legal manner, and will abide by the New Zealand Privacy Act. CCTV will not be used for any purpose other than those described above. E.g. CCTV will NOT be used for the monitoring of employee performance. CCTV will not be used in areas where individual privacy is expected, such as changing rooms.</p>
	2	<p>Signage will be displayed at entrance ways to Whanganui High School, indicating that CCTV cameras are operating in our external environment. Within buildings Signage will be displayed at entrance ways to the rooms where CCTV cameras are being used. Signage will be placed in Reception and in locations close to where cameras are operating.</p>
	3	<p>Viewing of images is restricted to certain individuals as approved by the school Privacy Officer (School Principal). Any viewing of images must be recorded and include why access was provided, the period observed, the area involved and the time access was given.</p>
	4	<p>Recordings will be retained for a maximum of 14 days and will not be backed up.</p>
	5	<p>The police may request access to CCTV footage. A search warrant may be required if the reason falls outside of normal use at Whanganui High School.</p>
	6	<p>Live viewing of footage may be used to improve the health and safety of personnel within at risk areas, such as technology areas.</p>
	7	<p>While CCTV technology may include audio, no audio recordings will be made.</p>
	8	<p>On written request, an individual may request access to small sections of footage or stills, provided the time and place are clearly identified and that other individuals cannot be identified.</p>
<b>EVALUATION</b>		<p>The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School’s quality management cycle.</p>
<b>CONCLUSION</b>		<p>The use of CCTV technology should be carefully planned and carried out to ensure the rights to privacy are respected in Whanganui High School, while the benefits are achieved.</p> <p>a) Access with footage will be restricted to approved staff. This cannot be delegated to others</p> <p>b) Students, staff, visitors must be advised that CCTV surveillance cameras are used at Whanganui High School.</p>

Approved by the Board  
Signed Chairperson:



Date: 28/7

Signed Principal:



Date: 30/8/17