

POLICY

BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE CLOSED CIRCUIT TV POLICY

RATIONALE:

- Blomfield School Board of Trustees needs to fully inform the school community about the purposes and procedures related to closed circuit television (CCTV) camera and footage storage and usage to ensure that; safety and security are enhanced; the privacy rights of the school community; and the public are respected and applicable laws and policies, including the Privacy Act 2020, are complied with.

PURPOSE:

The school's purpose in using the CCTV system are as follows :

- To protect students, staff, volunteers, visitors and members of the public ("the school community") with regard to their personal safety.
- To protect the school buildings and equipment, and the personal property of the school community.
- To support the police and community in preventing and detecting crime and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the school site and deliveries and arrivals.
- To monitor contractors carrying out their work duties.
- To monitor and uphold when necessary behaviour expectations among staff in line with the Code of Conduct.
- To monitor student behaviour to improve the school approaches to supporting their needs.

GUIDELINES:

1. Installation, Camera Placement and Coverage
 - a. All requests for installation of CCTV must be approved by the Principal and will be installed by qualified security technicians to meet the requirements of this policy.
 - b. CCTV cameras will be positioned to cover outdoor areas , driveways, carpark, entrances/ exits, reception, the playground and other locations deemed necessary for security purposes.
 - c. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as inside toilets and changing rooms.
 - d. CCTV cameras may operate 24 hours per day, 7 days per week.

2. Access to CCTV Footage

- a. Monitoring of and access to CCTV footage will be restricted to authorised personnel, including the Principal, Security IT and administration personnel.
- b. Access by others will be provided only for purposes related to security, safety, or incident investigation, and must be approved by the Principal.
- c. Where an individual who has been recorded by the Blomfield Special school CCTV system seeks access to CCTV footage of themselves, they are required to make a request in writing to the Principal.
- d. Access to CCTV footage may be given to Police for the prevention and detection of crime or identification of a child at risk.
- e. Requests for access to CCTV footage made by the public or other interested parties will only be granted if approved by the Principal. The Principal will consider the privacy interests of students and staff as well as the need to investigate crime or misconduct and ensure safety.
- f. Should footage be required as evidence, a copy may be released to the Police or any other party that has a right to receive this evidence and provides written proof of that right.

3. Data Storage and Retention

- a. CCTV footage will be stored securely and protected from unauthorised access.
- b. CCTV footage will not be disclosed except for the reasons set out in clause 2.
- c. CCTV recordings will be kept for approximately 60 days.
- d. Footage may be preserved for a longer period for the reasons set out in clause 2, and this must be approved by the Principal.

4. Privacy and Data Protection

- a. The school will comply with relevant privacy laws concerning the collection, use, storage and disclosure of personal information captured by CCTV cameras.
- b. Signs will be placed at appropriate locations on school premises and at school entrances to notify people that cameras are operating
- c. The school will address any concerns or requests related to CCTV footage in accordance with applicable privacy legislation.
- d. Individuals may request access to images of themselves captured by Blomfield school CCTV. Such requests will be assessed under the Privacy Act 2020 and clause 2 and may be granted or denied accordingly.

5. Monitoring and Review

- a. The school will conduct periodic reviews of the CCTV system's effectiveness and compliance with this policy and relevant privacy laws.
- b. Breaches of the CCTV policy will be investigated by the Principal and reported to the Board of Trustees.

6. Complaints

The school will investigate and address complaints promptly and in accordance with its complaints policy.

7. Training and Awareness

Staff responsible for operating the CCTV system or accessing footage will receive appropriate training on privacy, data protection, and the proper use of CCTV equipment.

8. Policy Dissemination

This CCTV Policy will be made available to all students, staff, and parents/guardians through the school's official website and/or other means of communicating any changes in the law or school requirements.

Signed:

Date:

Presiding Member/Board Chair

Adopted by the Board of Trustees: 22 October 2025