

CCTV Camera Operating Procedures



To assist with kaimahi and visitor health and safety and to deter criminal activity at our Portland Crescent site, Te Kura has installed CCTV cameras which become operational on Friday, 1 July 2022.

Signs clearly stating that CCTV cameras are in operation have been installed at conspicuous locations across the Portland Crescent site.

Cameras will be operated on a 24/7 basis and data will be managed in accordance with the Privacy Policy and Te Kura's operating instructions.

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1. Image Capture

Cameras are located on the external walls of Te Kura's building in Portland Crescent. They cover the entrances to the building, the entire driveway from the entrance leading off Portland Crescent and encompassing all driving and parking areas including footpaths located next to the drive.

There are two systems installed internally: one in reception and the other in the loading bay (mail room). Cameras are installed in these locations as they are often open to members of the public and third parties our kaimahi interface with.

All cameras operate constantly and capture video footage of events within their line of sight.

2. Access to Live Data

The Facilities Team are permitted to use live video feeds at any time for the following purposes:

- a. Ensuring that all cameras and systems are functioning correctly.
- b. Viewing live (real-time) feeds to see real-time activity that would otherwise require they physically visit the particular camera location to view physical events.

The Facilities Team is not permitted to allow access to live data to non-authorized kaimahi for any purposes.

3. Access to Data Captured

A limited number of authorized Facilities kaimahi will be trained to access, view or share data records, however, these actions are only permitted in the event of an incident after receiving formal approval from the Privacy Officer.

Members of law enforcement and other eligible agencies following an actual or alleged incident may gain access or copies of data stored.

Kaimahi and members of the public may request access and can do so in accordance with the procedure listed below which is in accordance with the Privacy Act.

4. Requesting Access to Images and Data

To request access or copies of data images stored, please complete “**REQUEST TO VIEW OR RECEIVE A COPY OF CCTV RECORDED MATERIAL**” form at Appendix A

When a request to view, access or receive a copy of data is received it will be logged and submitted to an appropriate member of staff at Te Kura for consideration. The request will be considered in accordance with the Privacy Act and a response will be provided accordingly.

5. Data Retention Period

Data is stored for 30 days after which time it will be automatically purged.

6. Data Security

Data is stored securely in an offsite location with confidentiality and security protocols in place to ensure no unauthorized access.

7. Managing Compliance with Procedures

The Senior Facilities Management Advisor is responsible for auditing and ensuring adherence to Te Kura’s policies and procedures (with regard to CCTV cameras and their data) once every 12 months. A report will be submitted to the Privacy Officer upon completion of the audit. This will include ensuring that the systems and staff engaged to manage and operate the system are fully aware of and complying with all operating procedures.

The Senior Facilities Management Advisor and the Senior Procurement Services Advisor will ensure annual checks are conducted to ensure systems are operating in accordance with the agreed specification. This will include engaging with the vendor of the system and considering maintenance requirements and reports.

8. Procedure Reviews

In the event of any incidents and, at least every two years, a review will be conducted to ensure that the CCTV system and procedures are performing as expected. Recommendations for proposed changes will be highlighted and submitted to the Senior Leadership Team for consideration.

To evaluate the system effectiveness, information will be gathered from:

- incident and disclosure books
- pre and post-system crime data and statistics
- local police intelligence on crime and policing issues
- local media stories
- feedback from informal comments or stories of significant change that are discussed in the community
- technical and procedural audits
- other relevant sources.

Appendix A - REQUEST TO VIEW OR RECEIVE A COPY OF CCTV RECORDED MATERIAL

(Te Aho o Te Kura Pounamu's (Te Kura) Portland Crescent Site)

Details of Requestor:

Title	
Full Name	
Address	
Contact Number	
Email	

Subject to the provisions of The Privacy Act, I request a copy of the images recorded by Te Kura's camera surveillance system at:

Specific Location	
Specific Time (or range)	
Date	
I request to view or require a copy of the images for the purpose of:	
I would like to receive a copy in the following specific format	

I acknowledge that I will not make a copy these images or disclose the images to any other persons unless lawfully required to do so.

Signed By	
Name	

Please submit your request to the Privacy Officer, c/o 11 Portland Crescent, Thorndon, Wellington, 6011 or by email to facilities.helpdesk@tekura.school.nz

This table for official use only:

Date Received	
Time Received:	
Logged By: Name	
Submitted to (for investigation and/or consideration of draft response)	
Action Taken:	