



## **Kelston Deaf Education Centre**

### **Video Surveillance Policy**

#### **Policy**

It is the policy of Kelston Deaf Education Centre to utilise video surveillance on KDEC to promote the health, safety, and welfare of students, staff and lawful visitors, to deter theft, vandalism and other negative behaviour, to safeguard KDEC's buildings, grounds, property and equipment, to monitor unauthorised individuals on our property.

#### **Definitions**

For the purpose of this policy and corresponding procedures:

1. Personally identifying information will be collected and disclosed consistent with the New Zealand Privacy Act 1993.
2. Video surveillance refers to video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in KDEC's buildings and on the Centre's premises.
3. Record means any information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a film, a microfilm, a videotape, a digital record and any visual image that is capable of being produced from a machine-readable source.

#### **Guiding Principles**

1. Cameras will only be used when the Board of Trustees has determined that surveillance is necessary.
  - 1.1 In determining the need for surveillance, the Board of Trustees may consider the following:
    - A history of incidents
    - The physical circumstances of KDEC property
    - The effectiveness of surveillance in preventing negative incidents
    - The use of less intrusive means to address the issue of school safety and security (e.g. restricted access to the school building, use of identification badges, increased lighting, alarms).
2. Cameras will only be used for the following intended reasons:
  - 2.1 Video surveillance cameras will be used to promote the safety of staff and students (ref NAG 5.....)
  - 2.2 Video surveillance cameras will be used to deter destructive acts and safeguard Centre property.
  - 2.3 Video surveillance records may be used as evidence in any disciplinary action brought against a student or staff member arising out of conduct in violation of Centre rules.
  - 2.4 Video surveillance records may be provided to law enforcement officials.

## **Retention and Disposal**

1. The Board of Trustees shall ensure that proper procedures are followed regarding disclosure, retention, disposal and security of video surveillance records in accordance with the New Zealand Privacy Act 1993.
2. All video records or surveillance equipment not in use shall be stored in a secured location.
3. All video records that have not been viewed shall be disposed of after 90 Days
4. Any video records that have been and/or viewed and recorded will be stored noting the dates, times, and areas that were recorded.
5. When recorded information has been viewed for law enforcement, centre or public safety purposes, the information must be retained and securely stored for the minimum time that is required for the purpose of viewing the material unless the Board determines that earlier disposal is warranted and the individual to whom the information relates consents to earlier disposal.
6. The Board of Trustees will be responsible for ensuring the proper retention of records. Records will be disposed of in a manner such that personal information cannot be reconstructed or retrieved.

## **Security**

1. Monitors for 'real time' viewing of video surveillance information should be placed in an area out of view from the public.
2. Monitors shall only be viewed by CEO and one other SMT member and wherever possible at least one female. The CEO reserves the right to designate two members of the SMT if the CEO is unavailable.
3. Video surveillance information shall only be viewed where an incident has been reported or observed, or to investigate a potential crime or violation of Centre rules.
4. The Board of Trustees will be responsible for securing video surveillance information against tampering and ensuring confidentiality in accordance with the Privacy Act 1993.

### **Other Considerations**

1. Camera locations will be authorised by the Board of Trustees or by the CEO if with their permission.
2. Cameras will be installed in areas where there is a need for surveillance (e.g. entryways, outside areas, hallways and other areas open to public view).
3. Cameras will be installed in such a way that only the identified area(s) can be monitored.
4. Video surveillance cameras will not monitor the insides of toilets, bathrooms, or student's bedrooms. Surveillance cameras will be used within the residential village cottage offices where student's monies and cash is kept in locked cash boxes and office safes.
5. The Board of Trustees shall maintain control of and responsibility for the video surveillance system at all times.
6. Any agreements between the Centre's and service providers will state that records dealt with or created while delivering a video surveillance system are under the Centre's control and are subject to this policy.
7. If a service provider fails to abide by this Policy, it will be considered a material breach of contract and dealt with accordingly.
8. Individuals who deliberately breach this Policy may be subject to disciplinary action.
9. The Centre will notify staff and students of the existence of the video surveillance system. Such notice will include publication in the Staff and Student Handbooks, as well as appropriate signage posted at all major entrances into the Centre's building.
10. Requests by parents and/or students and staff to view a video recording must be in writing to the Board of Trustees. The Board of Trustees decision to honour or deny the request is not open to appeal.