

 <p><b>Rotorua Childcare Centre Inc</b></p>	<b>Policy</b>
	<b>Policy Category: Health and Safety</b>
	<b>Date Created: September 2020</b>
	<b>Policy Name: CCTV Security Camera Policy</b>

## Purpose

To ensure that Rotorua Childcare Centre (RCC) video recording and closed-circuit television (CCTV) security systems are managed in such a way that:

- safety and security for our RCC community is enhanced
- the privacy rights of the RCC community and the public are respected
- applicable laws and policies are complied with.

## Position Statement

Rotorua Childcare Centre (RCC) will do everything possible to respect the privacy of staff, children and families. Information may be used to help criminal investigations and to inform better systems and procedures for RCC.

## Details

### 1. Purpose of Monitoring Systems

(a) CCTV monitoring and access to CCTV recordings governed by this policy is permitted solely for the purpose of enhancing safety and security. This policy does not authorise use, interception, duplication, transmission or other diversion of video and CCTV technologies for any other purposes.

(b) safety and security purposes are those which involve:

- i. the protection of individuals (including, but not limited to students, staff, and visitors)
- ii. the protection of RCC-owned and/or operated property, buildings and critical infrastructure
- iii. the deterrence of criminal behaviour
- iv. the investigation of criminal behaviour, including the identification and apprehension of persons committing offences on or around the centre

### 2. Protocol for the Use and Operation of Monitoring Systems

(a) CCTV monitoring and the use of video recordings will be conducted in a way that is consistent with this Policy. The monitoring of images based on personal or demographic characteristics (e.g. race, gender, sexual orientation, disability, etc.), or so as to unreasonably intrude on situations where there is an expectation of privacy is prohibited under this policy.

(b) The use of CCTV cameras with audio recording capabilities is not permitted.

(c) Cameras may be recorded continuously (24 hours a day, seven days a week) and may also be monitored in real time in accordance with the provisions of this policy.

(d) Only staff approved by the Board shall be permitted to monitor CCTV images and/or to have access to recorded footage (usually Centre Manager and Approved User). Approval for monitoring purposes shall be granted where such monitoring is relevant to the functions of the staff member's role. Access to recorded footage is governed by clause 6 below. Logs of all downloads must be automatically recorded within the NVR (Digital recorder) and as far as reasonably possible shall be such as to enable identification of the person undertaking the download. Download logs shall be available for audit purposes to the Centre Board and Ministry of Education or ERO review office.

(e) All staff granted approval to monitor RCC CCTV systems must receive appropriate training in the technical, legal, and ethical parameters of appropriate camera use. Training shall include the proper operation of the equipment and infrastructure and, where appropriate, its maintenance.

(f) All approvals to monitor or download images must be recorded in writing and retained by the Centre Manager. All approved users must acknowledge in writing, receipt of training, their acceptance of this Policy, and acknowledge that any breach of the requirements of this Policy may result in disciplinary action under the terms of their employment with the RCC.

### 3. Installation and Configuration of Monitoring Systems

(a) All requests for installation of CCTV cameras must be submitted to the Centre Manager and RCC Board. Installations at RCC shall require approval of the Board and the Centre Manager.

(b) The Centre Manager is required to retain records of all new video security components' locations, costs, camera descriptions, camera capabilities, makes and model numbers.

(c) Qualified security technicians must install CCTV security systems and arrange for network provision. CCTV installations and network provision must meet the requirements of this Policy.

(d) Installation of cameras with audio recording enabled is not permitted.

(e) IP video used for security purposes pursuant to this policy must always be restricted to a secure private network or VPN which may be accessed only by authorised persons. No CCTV system may be accessible from the public internet (with the exception of those utilising an approved VPN or free-to-access webcams).

(f) Cameras must be located and programmed so as to avoid capturing images of individuals in circumstances where they have a reasonable expectation of privacy including, but not limited to bathrooms, staff rooms and private dwellings (including views through windows and rear gardens).

(g) Other than for installations approved under clause 4, signage advising that cameras are in operation shall be installed at sufficient appropriate locations to ensure as far as reasonably possible that users of an area are aware that they may be subject to CCTV surveillance. The security notice should say: "SECURITY NOTICE, VIDEO SURVEILLANCE IN USE ON THESE PREMISES" or other similar wording approved by the Centre Manager.

### 4. Temporary/Covert Camera Installations

(a) Where justifiable under Privacy Principles and necessary in connection with any criminal investigation the Centre Manager and/or Board may authorise temporary and/or covert camera installations on, and able to view activity on the Centre's property and carpark.

(b) The Centre Manager and Board may authorise a temporary and/or covert camera installation on, and able to view activity on the Centre property to investigate issues capable of having significant impact on safe and lawful operation or administration of the Centre. Such measures may be taken only where justifiable under Privacy Principles and where the reasonable necessity of deployment can be established having regard to the seriousness of the issues and availability of other measures to address

them. The use of covert cameras to generally monitor staff performance is not permitted. Any covert cameras are to be removed immediately upon conclusion of any investigation.

(c) All approved temporary/covert camera installations must be coordinated through the Centre Manager and the Board.

## 5. Records Retention

(a) Recordings will be retained for a period of approximately 30 days (based on available storage space) at which time footage will be automatically overwritten. Downloaded recordings will be retained for so long as is reasonably required for purposes consistent with this policy.

(b) NVR containing recorded footage will be housed in a secure location with access by authorised personnel only.

(c) EZ Station 3.0 shall be regularly updated with the appropriate firmware as identified by Information Technology Services to ensure they have the appropriate security updates.

## 6. Use of Recorded Information

(a) The viewing, downloading and provision of recordings to others may be carried out only by the Centre Manager and approved staff by the Board. Any downloading and provision of recordings shall be solely for a purpose recognised by this Policy. A written record of that purpose, signed by the person authorising the downloading, shall be made before any downloading is undertaken.

(b) Requests from board/staff and/or parents (other than requests by an individual for that individual's own personal information) or outside agencies for the downloading and/or provision of footage will be actioned only upon receipt of a completed Request to Review CCTV form, the requirements of which form shall be approved by the Centre Manager from time to time. The Centre Manager will approve or decline the request having regard to the necessity for the request by reference to the purpose for which it is sought and the requirements of the Privacy Act 1993 and in consultation with the Board. Where it is determined that footage may appropriately be supplied to any party reasonable steps shall be taken to ensure that the footage is used solely for the authorised purpose and none other.

(c) All "Request to Review CCTV Footage" forms will be collated and retained in the Centre's Office and shall be made available to the Ministry of Education or ERO review team.

(d) The Centre shall provide access to, or copies of, video recordings to the NZ Police in connection with any ongoing criminal investigation only upon receipt of appropriate documentation (Production Order/Search Warrant or other documentation establishing that release is justified by reference to Privacy Principle 11).

## 7. Privacy

(a) The Centre shall maintain the protection of individuals' privacy by:

- i. ensuring information is collected for necessary and lawful purposes only
- ii. taking reasonable steps to make individuals aware that information is being collected and the reason for such collection
- iii. ensuring that information is collected in a fair manner
- iv. requiring the appropriate storage and security of recorded information
- v. ensuring information is used only for the purpose for which it was collected
- vi. complying with Principles 6, 9 and 11 of the Privacy Act relating to access to and retention and disclosure of information.

(b) The Centre Manager approved staff are authorised to oversee the use of CCTV monitoring for safety and security purposes at the Centre.

## 8. Complaints

(a) Complaints regarding any aspect of the operation of CCTV cameras by the RCC including any complaint arising under this policy may be made to the Centre Manager. Complaints shall be investigated through such process as the Centre Manager is satisfied provides the complainant a full and fair opportunity to advance their concerns while having matters determined in a timely manner.

(b) Nothing in 8(a) shall limit any person's right to pursue a complaint.

### Alignment with Other Policies

Hazard and Risk Register

Accident and Illness Policy

Accident Record Register

Incident Investigation Form

### Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Hazards and Outings and Premises and Facilities Licensing Criteria documentation required:

**HS12:** a hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992, but goes beyond the consideration of significant hazards to employees to include all hazards to children.

**PF3-PF31** The purpose of this checklist is to provide quality assurance that all health and safety factors are checked prior to services being open to receive children for the day. This checklist is not comprehensive, and reflects a sight-check only. The checklist is based on the Premises and Facilities Licensing Criteria, published by the Ministry of Education.

**Privacy Act 2020** To ensure we protect personal information appropriately and inform those concerned when sharing information with different agencies.

### Impacts of Policy on Teachers, Parents/caregivers, Children

This policy provides an assurance **to staff/parents/caregivers** that this centre complies with key legislative requirements and that it has strong procedures in place to ensure children are protected from harm.

### Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

### Implications and/or Risks

Failure to regularly check for hazards can cause serious harm to children and or adults in our centre.

### Implementation

Clear procedures have been developed and staff trained to follow them.

## Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	