



KARORI NORMAL SCHOOL

*We encourage our children to be the best they can be
"Tino pai ake"*

Closed Circuit Television (CCTV) Privacy Notice

This Privacy Notice governs the collection, use and disclosure of images captured by CCTV cameras installed by Karori Normal School and explains your rights in relation to those activities.

What information is being collected?

The School operates CCTV cameras. These cameras may capture footage of you as you pass through areas in which cameras are located.

The cameras may operate 24/7 and will be located on the exterior of buildings only. CCTV cameras will not be installed in areas where people have expectations of personal privacy (such as bathrooms, toilets and changing rooms)

Signage will be displayed near each CCTV camera and at main entry points to the School to notify people that cameras are operating.

Why do we collect information?

We collect footage from CCTV cameras in order to:

- enhance the safety and security of our students, staff, parents and visitors;
- assist with the prevention, detection and investigation of criminal, undesirable or anti-social behaviour, including the identification and apprehension of persons committing offences on or around our property; and
- protect School property, buildings and critical infrastructure; and

For the purposes of the Privacy Act 1993, these are our lawful purposes for collecting personal information.

We will only use and disclose footage for these purposes or as otherwise permitted under the Privacy Act 1993. We expressly acknowledge that we may disclose footage to the Police and the Police may request footage be provided to them.

How will we keep the information secure?

Footage from the cameras will be stored securely in the school's server room (which is kept locked at all times). Footage will not usually be monitored and access to the footage will be limited to authorised personnel. Any access must be in accordance with the School's purposes for collecting the information (see above) and will be recorded in a log book.

Footage will usually be retained for no longer than 2 months. However, footage collected for evidential purposes may be retained and stored beyond this period.

What rights do I have to access and correct information?

You have the right to access any footage that captures you and that is readily retrievable; you do not have the right to access footage that captures any other person. In order to seek access, you will need to contact the Principal and you will likely need to supply a date, time, and location. You may also request correction of information in accordance with the Privacy Act 1993.

Who do I contact if I have any concerns or questions?

The School Principal is responsible for overseeing the CCTV system and its operation in accordance with this Privacy Notice. The Principal can be contacted via email (ckelly@kns.school.nz)