

Pinehurst School - CCTV Privacy Notice

Introduction

Pinehurst School is committed to protecting the privacy of individuals. This CCTV Privacy Notice explains how we collect, use, disclose, and protect personal information captured through our CCTV cameras.

Scope

This notice applies to all CCTV cameras operated by Pinehurst School at our premises at 75 Bush Road Albany, Auckland and the footage collected. It also outlines your rights regarding the personal information we collect.

Purpose of CCTV Monitoring

Our CCTV system is used for the following purposes:

- Ensuring the safety and security of students, employees, parents, visitors and community
- Protecting our property and assets
- Preventing and investigating theft, vandalism, and other criminal activities
- Monitoring and managing health and safety compliance.

Collection of Information

CCTV cameras are installed in strategic locations within and around our school. These cameras may collect video footage and still images and, in some instances, corresponding audio recordings. Our CCTV systems do not use biometric technologies (such as facial recognition or voice analysis) to analyse biometric information to recognise who someone is, or to work out other things about them (such as their gender).

Signage

Signs are prominently displayed at all entrances to the school and in the areas under surveillance to inform you that CCTV cameras are in operation. We believe that it is reasonable for the public to be aware that the CCTV are operated by the school and our contact details are freely available.

Use and Disclosure of CCTV Footage

CCTV footage is accessed only by authorized personnel for the purposes stated above. We use reasonable security safeguards to protect CCTV footage against loss, manipulation, misuse and unauthorised access.

For example, our CCTV systems are installed, operated and monitored by authorised security personnel. CCTV footage is only monitored and reviewed by Pinehurst authorised personnel over our secure internal network.

We may disclose CCTV footage to:

Law enforcement agencies, if required or permitted by law

Insurance companies, in the case of an incident that requires investigation

Other third parties, where necessary to protect the safety and security of individuals or property

We will only disclose CCTV footage in accordance with our Privacy Statement and applicable law. Where relevant or appropriate, we will take steps to de-identify individuals who are identifiable in CCTV footage (for example, by blurring their faces).

Storage and Retention

CCTV footage is stored securely and retained for a period not exceeding 30 days, unless required for an ongoing investigation. After this period, footage is securely deleted or overwritten.

Access to Personal Information

You have the right to request access to personal information about you captured by our CCTV cameras. To make a request, please contact our Privacy Officer using the contact details below. We will process your request in accordance with the Privacy Act 2020.

Contact Us

If you have any questions about this CCTV Privacy Notice or wish to exercise your rights, please contact our Privacy Officer:

Mike Waller – Executive Principal
Pinehurst School
75 Bush Road
Mike.Waller@pinehurst.school.nz
+ 64 9 4140960 or 027 740 8002

or

Jon Horne – Business Manager
Pinehurst School
75 Bush Road
Jon.Horne@pinehurst.school.nz
+ 64 9 4140960 or 021 483 433

Changes to This Notice

We may update this CCTV Privacy Notice from time to time. Any changes will be posted on our website with the effective date of the update.

Effective Date

This notice is effective as of 1st January 2024.