



## Security & Closed Circuit Television (CCTV) Policy

Version: 1<sup>st</sup>

**Responsible To:** Head of College & CEO – John XXIII College

**Pertains To:** Residents (Accommodation Agreement Holder) – John XXIII College

**Supported By:** Deputy Head of College – John XXIII College  
Staff – John XXIII College

Collegiate Team – John XXIII College

**Monitored By:** Head of College & CEO – John XXIII College

### **Purpose**

The security measures used at the College have been installed with the primary purpose of reducing the threat of crime generally, protecting College property and premises and helping to ensure the safety of all Residents, guests, visitors and staff at the College. The measures also take into account the need to respect the individual privacy of the Residents, guests, visitors and staff.

This policy sets out a framework for the application of security measures at John XXIII College. In particular, it covers the use of:

- a. The Salto key / door security system and
- b. The Closed Circuit Television (CCTV) video surveillance system.

These purposes will be achieved by using the two systems to:

- a. Deter those with criminal intent,
- b. Assist in the detection of crime,
- c. Assist relevant authorities or Police with the identification, apprehension and prosecution of offenders in relation to crime and public order,
- d. Facilitate the identification of any individuals / activities / event which might warrant disciplinary proceedings being taken and assist in providing evidence against whom disciplinary or other action is, or is threatened to be taken.

### **Definitions**

#### Resident

A Resident of the College is financial member of the College community who is residing at the College. This is the person who signs the Residential contract and lives at the College; it is not based on the person who is paying the fees (the Account holder).

#### The Collegiate Team

The Collegiate Team at the College is the group of student leaders who have responsibility for supporting the Residents during their stay at College. It consists of two sub groups the Pastoral Team and the Academic Team. Both teams are led and supervised by the Deputy Head of College (DHOC).

### **Principles**

1. One of the primary roles of a Residential College is to create a safe and secure environment for its Residents, staff, guests and visitors.
2. Doors at building exits and into each Resident's room must have a locking system that:
  - a. Makes them secure and limits the ability for unauthorised people to access that area.
  - b. Records the person accessing a door at a given date and time.
3. The use of Salto System and CCTV must meet the requirements of the Privacy Act and any other legislation, such as the Workplace Surveillance Act and Regulations.
4. John XXIII College is committed to fair, lawful, open and accountable use of CCTV.



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### Policy Statements

1. John XXIII College seeks to protect people and assets in and around the College property in the most effective manner possible including:
  - a. The use of quality locks on all access doors and each Resident's private room.
  - b. The monitoring of the College by staff and the Collegiate team.
  - c. The use of CCTV around the buildings, in the Administration Block and covering all major doors in the Residential area.
2. The College will use the Salto Proximity Lock System for building security and to each individual room door.
3. The Salto System records the use of the doors and identifies the key used to access any door. This data may only be searched and viewed by the staff authorised to search and view the CCTV images.
4. The primary security use of CCTV is to discourage and/or detect unlawful acts, unsocial behaviour, behaviour against College rules and damage to property in and around the College precinct thereby enhancing the safety and security of all of the people at the College and their property.
5. The searching and viewing of CCTV images can only be carried out by authorised staff with the approval of the Head of College. Any request to search the CCTV system must be in response to a report by a Resident, staff member, 3<sup>rd</sup> party or in response to an incident, such as to the discovery of a theft or damaged property.
6. All use of CCTV will take into account the need for the individual privacy of the Residents, staff and visitors.
7. Appropriate standard operating procedures shall be applied to all security CCTV applications to ensure effective and ethical management of equipment and that the recorded information is appropriately maintained by authorised users.
8. The CCTV system will not be used:
  - a. To provide recorded images for the world-wide-web.
  - b. To record images of the inside of student rooms or inside bathroom facilities.
  - c. To record sound.
9. The CCTV system will be an overt system that is easily visible with ample warnings of its use. Only in exceptional circumstances and with the approval of the Head of College and the courts, will covert surveillance be used and then only in specific situations for short periods of time.

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.