

OVERVIEW

The purpose of the Video surveillance Policy (**Policy**) is to acknowledge that Island Dance is committed to ensuring the safety and protection of all Island Dance affiliates, students, parents, guardians and property.

The provision and use of Video surveillance (also known as Closed Circuit TV (CCTV)) supports the maintenance of this secure environment by ensuring an appropriate level of surveillance of Island Dance affiliates, students, parents, guardians and visitors to its building.

Video surveillance also provides enhanced capability to protect Island Dance assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour, and will often serve to reassure students that they are protected whilst within the Island Dance Studios.

Island Dance is committed to complying with following legislation:

The Invasion of Privacy Act 1971	Children and Young Persons Act 1998
Commission for Children and Young People Act 1998	Right to Information Act 2009
Information Privacy Act 2009	Public Records Act 2009

The Policy does not replace legislation, however, if any part is in conflict, legislation takes precedence.

Nominated Authorised Personnel with access, viewing and retention rights are as detailed.

- Marie Buck (Miss Marie) Island Dance Principal / Director.
- Phil Buck Island Dance Affiliate and Caretaker.

RESPONSIBILITIES

Island Dance shall:

- Ensure effective implementation of this Policy.
- Comply with applicable legislation and industry guidelines.
- Ensure appropriate signage has been installed in the immediate or general vicinity of cameras to inform all Island Dance affiliates, students, parents, guardians and visitors that cameras are operating.
- Ensure footage is stored securely and will only be viewed and accessed by authorised people as detailed within the overview of this policy.
- Ensure signage is erected within areas where cameras operate.
- Ensure footage is retained in accordance with the Public Records Act 2002.
- Ensure footage is only disclosed to third parties in accordance with IPP11. Reasons for disclosing information include;
 - for law enforcement purposes,
 - for official investigations,
 - where individuals have agreed to the disclosure of their information,
 - where it is necessary for the health, safety or welfare of individuals or public health reasons and
 - when otherwise required by law, including under the Right to Information Act 2009.
- Handle all efficiently handle all Complaints about the way surveillance camera footage is collected, stored used or disclosed effectively and in accordance with applicable legislation.

A handwritten signature in black ink, consisting of stylized initials, positioned above a horizontal line.

Miss Marie (Island Dance)
Principal / Director
Date: 05/04/2019