

## Closed Circuit Television (CCTV) Policy

<b>Last Modified:</b>	New
<b>Review Date:</b>	31 August 2025
<b>Business Owner:</b>	Chief Operating Officer
<b>Approval Authority:</b>	Vice-Chancellor

### 1. PURPOSE

This policy applies to the installation and use of university-owned CCTV security cameras throughout campus. All references to CCTV security systems throughout this policy are to those systems which were designed and installed with the intent and ability to record footage and/or to be monitored for the purposes of enhancing safety and physical security.

This policy does not apply to:

- use of video recording and CCTV technology relating to research with human subjects or animals;
- use of video recording and CCTV technology for video conferencing;
- video recording of lectures and other teaching and learning activities, and the subsequent use of such video recordings;
- use of video to monitor room usage numbers; or
- live web streaming cameras installed for public interest viewing.

The policy governs all new university-owned CCTV system installations, including cameras, monitoring, storage, and networking components following the policy's effective date. Existing installations, and written procedures for the use of all existing systems, shall be brought into compliance with this policy within the next 12 months. This is a University-wide policy.

### 2. DEFINITIONS

**Principal CCTV Manager:** The person designated by the Vice-Chancellor to have oversight of the provision and management of CCTV systems across the university and, working with the Privacy Officer ensure compliance with this policy.

**Privacy Principles:** The thirteen (13) information privacy principles contained in the [Privacy Act 2020](#) (Part 3 Section 22) that stipulate how information can be collected and used, as well as people's rights to gain access to that information and ask for it to be corrected.

**Monitoring:** The proactive (real time) watching of CCTV camera recordings or reactive reviewing of recorded footage.

**IP Cameras:** Internet protocol (IP) cameras which use the protocol used most by Local Area Networks (LANs) to transmit video across data networks in digital form.

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### 3. OUTCOMES

This policy seeks to ensure that the University's use of closed-circuit television (CCTV) security system infrastructure is managed in such a way that:

- safety and security are enhanced
- the privacy rights of the University community and the public are respected
- applicable laws and policies are complied with.

### 4. POLICY

#### Monitoring Systems

CCTV monitoring and access to CCTV recorded footage governed by this policy is permitted solely for the purpose of enhancing Lincoln University safety and security across the campus and farms. This policy does not authorise the use, interception, duplication, transmission or other diversion of video and CCTV technologies for any other purposes.

In this policy, safety and security purposes are those which involve:

- the protection of individuals, including students, staff, and visitors;
- the protection of university-owned and/or operated assets, property, and buildings,
- the deterrence of criminal behaviour;
- the investigation of criminal behaviour including the identification and apprehension of persons committing offences on or around campus;
- the taking of action under the University's statutes in relation to breaches of the Student Discipline Regulations and staff [Code of Conduct](#) and [Disciplinary Policy and Procedure](#); and
- enhancement of the operational effectiveness of Campus security and safety through monitoring the assembly and movement of people.

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

CCTV monitoring and the use of recorded footage will be conducted in a way that is consistent with this Policy and other relevant policies or legislation.

The use of CCTV security cameras fitted with audio recording capabilities is not permitted at the University.

The monitoring of images based on personal or demographic characteristics (e.g., race, gender, sexual orientation, disability, etc.) or to unreasonably intrude on situations where there is an expectation of privacy is prohibited under this policy. Cameras may be recording continuously (24 hours a day, seven days a week) in accordance with the provisions of this policy.

Only staff approved by the Principal CCTV Manager shall be permitted to proactively monitor CCTV images and/or to have access to recorded footage for reactive analysis.

- Approval for proactive (live) 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 footage downloads must be automatically recorded and the identification of the person undertaking the download to be documented.
- Download logs shall be available for audit purposes by the University Privacy Officer.
- All staff granted approval to monitor University 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, infrastructure and, where appropriate, system maintenance including fault reporting.

All approvals to monitor or download images must be recorded in writing and retained by the Principal CCTV 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 University.

### **Installation and Configuration of Monitoring Systems**

All requests for installation of CCTV security cameras must be submitted to the Principal CCTV Manager (Facilities Operations Manager) / Chief Operating Officer and the University Privacy Officer. Requests relating to Farms must also obtain the permission of Farm Manager.

- Facilities Management and Information Technology Services are required to retain records of all new video security components' locations, costs, camera descriptions, camera capabilities, makes and model numbers.
- 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 and any relevant and applicable University Codes of Practice and SOPs (Including IT Networking Standards Documents, for example).
- Installation of cameras with audio recording enabled is not permitted.
- IP video used for security purposes pursuant to this policy will be restricted to a secure private network or VPN which may be accessed only by authorised persons. No CCTV security system may be accessible from the public internet (apart from those utilising an approved VPN or free-to-access webcams).
- Cameras must be located and operated to avoid capturing images of individuals in circumstances where they have a reasonable expectation of privacy, including but not limited to bathrooms, dressing rooms, locker rooms and private dwellings or flats (including views through windows and rear gardens).
- Cameras may operate to cover campus perimeters, building perimeters, entrances, exits, lobbies, corridors, receiving docks, special storage areas, designated lecture/learning facilities, and laboratories.

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- Other than for installations approved under clause 4 (below), signage advising that cameras are in operation shall be installed at sufficient and appropriate locations to ensure, as far as reasonably possible, that users of an area are aware that they may be subject to CCTV security camera surveillance.
- The Lincoln CCTV Privacy Notice shall also be made available online, and in hard copy at reception areas.

### **Temporary/Covert Camera Installations**

- Where justifiable under Privacy Principles, and necessary in connection with any criminal investigation with the Police, the Vice-Chancellor may authorise temporary and/or covert operational camera installations on University property.
- The Vice-Chancellor may authorise a temporary and/or covert operational camera installation to investigate issues capable of having significant impact on the operation or administration of the University. 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.
- Installed covert cameras are to be removed immediately upon conclusion of investigative operations.
- The use of covert cameras to generally monitor staff performance is not permitted.
- All approved temporary/covert camera installations must be coordinated through the Property Group, Privacy Office, and campus Information Technology Services.

### **Records Retention**

- The Universities operationally required retention rate for recorded footage is up to a maximum of 30 days, after which operational relevance is outweighed by privacy considerations and the footage is purged. Currently the campus owned CCTV security camera recorded footage can be stored for twenty (20) days - based on the present infrastructure and storage capacity.
- Stored footage of the last 20 days is available for downloading should investigation be warranted and approved. After which time the stored footage is purged and overwritten by new footage for the next 20-day cycle. Where applicable, specific downloaded recordings may be retained for so long as is required for purposes consistent with this Policy.
- Storage arrays and servers used for recorded footage will be housed in a secure location with access by authorised personnel only.
- Servers shall be regularly updated with the appropriate firmware as identified by Information Technology Services to ensure they have the appropriate security updates. (at least N-1 release).

## Use of Recorded Information

- The viewing, downloading and provision of recordings to external authorities requires the approval of the Vice-Chancellor or Privacy Officer. Any downloading and provision of recordings shall be solely for a purpose recognised by this Policy. As required, written record of that purpose, signed by the person authorising the downloading, shall be made before any downloading is undertaken.
- Requests from students/staff (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 Vice-Chancellor or Privacy Officer 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 2020](#). Where it is determined that footage may appropriately be supplied to any party reasonable steps shall be taken to ensure that the provided footage is used solely for the authorised purpose.
- All "Request to Review CCTV Footage" forms will be submitted to Facilities Management, then forwarded and retained by the Privacy Officer.
- The University shall provide access to, or copies of, CCTV security camera footage recordings to the NZ Police in connection with any current incident or ongoing criminal investigation, upon receipt of appropriate documentation (Case N<sup>o</sup>, Production Order/Search Warrant or other documentation establishing that release is justified by reference to the [Privacy Act 2020](#) Principle 11).

## Privacy

- The University shall maintain the protection of individuals' privacy by:
  - Ensuring that information is collected for necessary and lawful purposes only.
  - Ensuring information is used only for the purpose for which it was collected.
  - Taking reasonable steps to make individuals aware that information is being collected and the reason for such collection: displaying the Lincoln University Privacy Notice and providing it in hard copy upon request).
  - Complying with Principles 6, 9 and 11 of the [Privacy Act 2020](#) relating to access to and retention and disclosure of information.
- The University Privacy Officer is authorised to oversee the use of CCTV monitoring for safety and security purposes at the University.

## Complaints

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

## Audit and Evaluation

- Facilities Management must provide all information requested by the Privacy Officer in relation to any video security and/or CCTV deployed by them.
- The University's Privacy Officer will initiate a review of CCTV compliance with Privacy Principles and of the overall efficacy of CCTV operations no later than six months from the date of installation and recommend a timeframe for further review.
- The University Privacy Officer will conduct a six-monthly evaluation of Lincoln University's CCTV security camera operations for policy compliance, including access recording logs, storage capability, and retention.

## 5. RESPONSIBILITIES

The Vice-Chancellor has the overall responsibility for the final approval of this policy and meeting all requirements under the Privacy Principle.

As member or the Senior Leadership Team, the Chief Operating Officer (or delegate) has overall responsibility for this policy.

The Facilities Operations Manager (or delegate) and Privacy Officer will be approached on a routine and operational basis, in relation to this policy.

## 6. RELATED LEGISLATION AND POLICY

- [Privacy Act 2020](#)
- [Official Information Act 1982](#)
- [Crimes Act 1961](#)
- [Lincoln University CCTV Privacy Notice](#)
- [Request for CCTV footage](#)

Contact for Further Information [fm.help@lincoln.ac.nz](mailto:fm.help@lincoln.ac.nz)

## 1. REVIEW

This policy will be reviewed by the Compliance Officer every three years and reported to Vice-Chancellor for approval.

Business Owner	Chief Operating Officer
Approval Authority	Vice-Chancellor.



## Lincoln University

### Access Request to view CCTV security camera footage

Name of person making request:	
Organisation:	
Address:	
Telephone Number:	

#### Details of Image(s) to be Viewed (Append a detailed description of person(s) or event if required)

Date(s) and Time(s):	
Reason:	

Signed:		Dated:	
Request Granted:		Request Denied (Reason):	

#### To be completed if images are removed

Ref No:	
Issued To:	
Crime No: (For Police only)	
Date Issued:	
Issued By:	

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Return Date:			
I acknowledge receipt of the above USD stick or CD:			
Signed:		Date:	