

# CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Lowanna College: School Number 01-8821

## Rationale:

Lowanna College is committed to maintaining a safe and inclusive environment for everyone, everywhere, all of the time. Schools have an obligation to ensure the school environment is safe and secure, and fulfill duty of care to students, staff and visitors. The Closed Circuit Television (CCTV) system exists to assist our school to fulfill these obligations and to prevent and manage other inappropriate behaviour on school grounds.

CCTV strengthens our school's security by providing an appropriate level of surveillance of staff, students and visitors on school grounds and assists our school to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care). CCTV provides enhanced capability to protect our school's assets against vandalism and theft. The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when on school grounds.

## Aims:

- To regulate the management, operation and use of the CCTV system at our school.
- To ensure consistency with:
  - our school's privacy policy;
  - the Department of Education and Training (DET) 'Security Risk Management' policy; and
  - Victorian privacy law.

## Implementation:

1. Consistent with our obligations set out above, our school may use CCTV cameras to:
  - a. prevent and verify incidents involving criminal behaviour of anyone on school grounds;
  - b. prevent and verify other incidents – involving students, staff and visitors. For example, incidents in which a person has sustained injury, loss or damage on school premises; and
  - c. to provide visual coverage for the management of emergencies and/or critical incidents.
2. CCTV cameras are not:
  - a. hidden or covert;
  - b. located in private areas such as toilets, changing rooms or staff rooms; and
  - c. used to monitor the quality of teaching.
3. Locations of CCTV cameras will be made available upon request to the College Principal.
4. A notice is located near each CCTV camera, alerting people to the presence of the camera.
5. CCTV footage is only accessed for the purposes set out above and only by the following people:
  - a. the Principal or nominee, including people explicitly authorised by the Principal, for example:
    - i. members of the school's IT department; and
    - ii. security personnel.
    - iii. central and regional DET staff, when required to assist the school for an above purpose; and
    - iv. any other people permitted by law (including for example, Victoria Police).

6. As set out above, the Principal may rely on CCTV footage prevent and verify criminal behaviour and other serious incidents. When this is necessary, the Principal may show specific footage of an incident to those involved, including relevant staff, students and/or their parents. This means that any person on school premises may be captured on CCTV footage of an incident that the Principal may subsequently show to staff, students and/or their parents.
7. The DET owns the school CCTV systems and CCTV footage. The Principal cannot give copies of CCTV footage to staff, students or parents. Any requests for a copy of CCTV footage must be made to the DET Information Management Unit (2 Treasury Place, East Melbourne VIC 3002, (03) 9637 3961, foi@edumail.vic.gov.au)
8. Our school may only disclose CCTV footage externally (external to the Department, including our school) as described in this policy or otherwise when permitted by law.
9. The Principal or their nominee is responsible for managing and securing the CCTV system including:
  - a. operation of the CCTV system and ensuring it complies with this policy;
  - b. considering the appropriate location and use of cameras and method for storing CCTV footage; and
  - c. maintaining and upgrading cameras when required.
10. CCTV footage is kept for no more than six months. If our school has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted.

## **11. Evaluation:**

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by College Council on 18 September 2017.