

Closed-Circuit Television (CCTV) Policy

Purpose

This policy guides the operation, use and management of the closed-circuit television (CCTV) at St Paul's Anglican Grammar School.

This policy is made in accordance with our obligations under the Privacy Act 1988 (Cth).

Policy

St Paul's Anglican Grammar School is committed to providing a safe and secure environment for our students, parents/carers, staff and visitors. The School is also responsible for protecting the School's physical facilities.

It is our policy that:

- appropriate CCTV surveillance will be conducted for the purpose of:
 - providing safety and security within the School's premises or while using the School's facilities
 - protecting students and staff
 - preventing vandalism
 - assisting in the identification of criminal and/or anti-social behaviour
- students, parents/carers, staff, contractors and visitors will be given clear notice in relation to the CCTV activities of the School by clearly visible signage (refer to CCTV Operations below)
- access to CCTV footage is strictly limited to authorised personnel as determined by the ICT Manager and the Maintenance Manager and any legal requirements
- CCTV records are maintained in accordance with the School's Privacy Policy.

CCTV Operations

Signs indicating that the premises are under video and/or camera surveillance are clearly displayed and placed at all entrances to the School.

There will be no CCTV coverage in toilets, showers, changing rooms or other areas where individual privacy is paramount.

The placement of all security cameras will be reviewed periodically to ensure that the scope of the images captured is appropriate.

Access to Footage

Access to CCTV footage is strictly limited to authorised personnel as determined by the Principal or delegate, law enforcement agencies and any legal requirements.

All access to CCTV footage will be documented on a CCTV Footage Access Record form and must be approved by the Head of School, Deputy Principal or Principal. CCTV Footage Access Record forms will be retained by the IT Services Department.

CCTV Usage and Disclosure

St Paul's Anglican Grammar School must ensure that any CCTV footage is not used or disclosed unless that use or disclosure is:

- for a legitimate purpose related to the School's activities or functions
- for the purposes of law enforcement activities or related to the taking of legal proceedings.

If there is a request to access any CCTV footage, other than by law enforcement agencies or where legally required, this decision will be made:

- by the Principal or delegate
- in accordance with the School's Privacy Policy.

If a decision is made to disclose the CCTV footage, the School will document this decision.

Storage of Footage

CCTV footage of all cameras is retained for 90 days by IT Services. If there is no request for the footage during the Retention Period, the footage will be deleted.

If the CCTV footage needs to be accessed or stored for longer than the Retention Period for the purposes listed in the CCTV Usage and Disclosure section of this Policy the CCTV footage will be destroyed when no longer required.

Staff accessing footage, with approval, will need to return the footage USB to IT Services for destruction immediately after use.

Breach of this Policy

Where a staff member breaches this Policy, St Paul's Anglican Grammar School may take disciplinary action, including in the case of serious breaches, summary dismissal.

Queries and Complaints

Any queries or complaints by staff regarding the School's CCTV system should be addressed to the ICT Manager and the Maintenance Manager.

Any queries or complaints by non-staff should be addressed in accordance with the School's Privacy Policy.

Policy History and Schedule

Version 1

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