

# CCTV POLICY

## PURPOSE:

Consultation with the emergency management personnel of the Department of Education and Training has led to the college investigating the installation of a closed circuit television system in both campuses.

## GOALS:

To develop:

- 2.1 To eliminate vandalism, theft, damage and destruction to College buildings, facilities, equipment and resources
- 2.2 To assist in the identification of individuals responsible for such acts
- 2.3 To act as a deterrent to individuals contemplating such acts
- 2.4 To maintain the good order of the College environments
- 2.5 To augment other additional security measures the college has in place

## GUIDELINES:

Our College will ensure that:

- 3:1 The proposal of the installation of CCTV was communicated to the College Community via the College Newsletter with the opportunity to respond in writing provided. Any major changes to the system will be communicated.
- 3.2 Appropriate signage will be placed around the college that informs employees, students, the college community and members of the public at large, that surveillance is taking place.
- 3.3 All Department of Education and Training guidelines relating to the installation and maintenance of CCTV systems will be adhered to.

## IMPLEMENTATION:

- 4.1 Following the approval from ESMU a reputable provider will be contacted and installation arranged.
- 4.2 Installation and maintenance will only be conducted by a reputable provider and comply with the appropriate Department of Education and Training guidelines
- 4.3 Access to surveillance data will be restricted to individuals whose use of it will be limited to the original purpose of the surveillance, typically senior management including IT staff.
- 4.4 Surveillance information will only be accessed if there is a reasonable belief that an incident has occurred and that the surveillance information may assist in identifying what has occurred and who may be involved

- 4.5 In all circumstances where criminal activity is detected from surveillance data, both the Police and ESMU are to be notified immediately.
- 4.6 Under no circumstances will surveillance data be provided to third parties without the express approval of the manager of the ESMU.
- 4.7 Surveillance information will not be kept unless it is required for a specific investigation.
- 4.8 CCTV systems would not be used in the following areas: toilets, change rooms, showers, staffrooms
- 4.9 CCTV systems would not be used to monitor individual work performance, non college areas or public places from the college sites
- 4.10 Covert or hidden surveillance will only be undertaken after consultation with ESMU and Police.

## **EVALUATION:**

- This policy to be reviewed as part of the college's two year review cycle, individually, in teams and with the community in 2017.