



CLOSED CIRCUIT (CCTV)

Policy 2024

PURPOSE:

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

GOALS:

- acting as deterrent and reducing the likelihood of vandalism and theft
- deterring misconduct and inappropriate behaviour
- helping to verify incidents on school grounds to support an evidence-based response
- reassuring students, staff and visitors that they are protected when on school grounds.

GUIDELINES:

Our college will ensure that all Department of Education and Training guidelines relating to the installation and maintenance of CCTV systems will be adhered to and the community will be informed annually that this is in place.

IMPLEMENTATION:

Installation and maintenance will only be conducted by a reputable provider and comply with the appropriate Department of Education and Training guidelines.

CCTV footage must only be accessed for the purposes set out in this policy and only accessed by the following people:

- the principal and staff nominated by the principal
- authorised staff of the Department's Security and Emergency Management Division (including via remote access)
- any other people permitted or required by law.
- Schools must record each occasion CCTV footage is viewed using DET recommended log.

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.

In all circumstances where criminal activity is detected from surveillance data, both the Police and the DET Incident Support and Operations Centre are to be notified immediately.

Under no circumstances will surveillance data be provided to third parties without the express approval of the manager of the DET Incident Support and Operations Centre.

Surveillance information will not be kept unless it is required for a specific investigation.

CCTV systems would not be used in the following areas: toilets, change rooms, showers, staffrooms.

CCTV systems would not be used to monitor individual work performance, non-college areas or public places viewable from the college sites.

Covert or hidden surveillance will only be undertaken after consultation with DET Incident Support and Operations Centre and Polices.

Use of CCTV footage

CCTV footage may only be used for the following purposes.

Live CCTV footage

Live CCTV footage may be used by authorised school or Department staff to:

- provide situational awareness of incidents that pose a risk to health or safety of the school community or following a school security alarm activation or other trigger
- monitor for activities that pose a risk to the health or safety of the school community or to property where:
 - there is a reasonable belief that an incident will occur
 - monitoring the CCTV live footage will help to identify the persons involved and/or support the school or Department to reduce the risk of the incident occurring or reoccurring

Note: Schools must contact the Security Unit for advice before monitoring CCTV footage in this manner
- provide the Department with visual coverage during emergencies.

Recorded CCTV footage

Recorded CCTV footage may be used by authorised school or Department staff to:

- prevent, verify and investigate incidents involving:
 - criminal behaviour of anyone on school grounds
 - staff misconduct
 - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may use CCTV footage of incidents to help inform decisions about student management
- verify and investigate other incidents involving students, staff or visitors (for example, incidents in which a person has sustained injury, loss or damage on school premises)
- support school leadership with incident review and debriefing.

The Employee Conduct Branch must be consulted prior to the use of CCTV footage for staff misconduct or discipline related matters.

Prohibited uses

In addition to the prohibited locations of CCTV cameras above, CCTV footage must not be used by schools:

- to monitor non-school facilities or public places
- to monitor staff performance
- for the purpose of covert surveillance except in accordance with this policy – refer to the heading 'Covert surveillance' above.

Disclosure of CCTV footage to external parties

Live or recorded CCTV footage may only be disclosed externally (external to the Department) as described in this policy or otherwise when permitted or required by law.

Examples of when CCTV footage may be disclosed externally include:

- live or recorded footage disclosed to law enforcement agencies where required or permitted by law
- when required under a court order.

Schools may contact the Department's Privacy Unit and/or Legal Division for advice when they receive a request from an external party for access to live CCTV footage or for copies of recorded CCTV footage to

help determine if the footage can be shared with the party or if they need to be referred to the Department's Freedom of Information Unit.

Showing footage to students, their parents and staff involved in incidents

When using CCTV for the purposes listed in this policy under the heading 'Use of CCTV', the principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents, provided:

- the principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident
- it would not cause a health, wellbeing or safety risk to any other person and
- it would not be an unreasonable intrusion into another person's privacy.

Schools may contact the Privacy Team or Legal Division for further advice on when it may be appropriate and lawful to show students, parents or staff CCTV footage.

The school cannot give copies of CCTV footage to staff, students or parents. Any parent, student or staff request for a copy of CCTV footage must be made to the department's Freedom of Information Unit.

EVALUATION:

This policy to be reviewed as part of the college's three year review cycle.