



Closed-Circuit Television (CCTV) Policy

Policy Number	Date of Development	Implementation Date	Review Date	Reviewed By
SMB- 003	05/01/2019	22/02/2019	22/02/2020	SLT

Policy Statement

The purpose of the Closed-Circuit Television (CCTV) system at St Mary's Catholic School is to provide staff, students and visitors with a safe environment in which they can work and study. It provides the School with an enhanced capability to manage instances of theft and vandalism, should they occur.

The primary aim of the camera installation is to enhance the safety of the School Community, protect School property against destructive acts and to help identify perpetrators of crimes and anti-social behaviour. The School recognises the need to ensure a balance between the individual's rights to be free from invasion of privacy and the duty to promote a safe environment for all staff and students and the protection of property.

Policy Procedures

1. Camera Use

Closed-Circuit Television (CCTV) operates using cameras to transmit a video image to a specific set of monitors and secondary devices. Access to these images will be available to authorised personnel who will use the material for one of the following security purposes:

- 1.1 To prevent, deter and detect any theft or damage to School property
- 1.2 To prevent, deter and detect serious breaches of School expectations
- 1.3 Collection of information on any incident that breaches School expectations

Access to the CCTV footage is limited to authorised staff and authorised Police or Security Personnel with a legitimate reason to view/or otherwise use the captured footage.

Appropriate signage will be in place to notify all persons entering the School that CCTV cameras are in use. The installation of CCTV cameras at St Mary's Catholic



School will be limited to places such as the oval, general outdoor areas, corridors and entrance to locker areas.

Prohibited Uses: Cameras will not be installed in areas such as toilets, showers, change rooms or staffroom.

2. Management Responsibility

The School Administration and IT teams have the responsibility for the ongoing management of the CCTV system. These nominated staff will be responsible for:

- 1.1 Controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation, Townsville Catholic Education Office, and St Mary's Catholic School Policies and Procedures.
- 1.2 Providing advice on the location and utility of the cameras and storage mediums.
- 1.3 Supporting the maintenance and upgrade of cameras when necessary.

A regular review will be undertaken to ensure that the existing cameras are situated in the most appropriate locations, and are correctly installed to ensure the most effective coverage.

3. Operating Staff Requirements

All persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material. Members of the School Administration Team, Pastoral Leaders and IT staff are authorised to access footage using the appropriate request form. In the case of Pastoral Leaders and IT staff - requests to access footage must be approved by a member of the College Administration Team.

The request will include the following information:

1. Date of the incident
2. Time of the incident
3. Location of the incident
4. Reason why the viewing has been requested
5. Possibly names of those involved (if possible)

All staff will be briefed on these operating staff requirements.

4. Storage of Footage



Electronic media is kept for a period of up to 30 days. If no request has been made to view or access footage during this time, the electronic media is overwritten. Camera footage is stored on a designated secure server, which is located in the St Mary's Catholic School's Server Room. System access is restricted to network administrators only.

5. Access to and disclosure of images to third parties

All employees should be aware of the restrictions set out in this policy in relation to: access to, and disclosure of recorded images.

Disclosure of the recorded images to third parties should be limited to the following classes of persons/agencies:

- Law enforcement agencies, where the images recorded would assist a specific enquiry
- Law enforcement agencies where the images would assist a specific criminal enquiry
- Relevant legal representatives
- Townsville Catholic Education Office

Expected Outcomes

The community will generally support the installation of the CCTV system at St Mary's Catholic School, provided that: the circumstances warrant its use, adequate consultation has occurred and that the installation has been carefully planned.

Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

The installation of the CCTV system will enhance the security of School and student property.



Definitions

Closed-Circuit Television (CCTV): a TV system in which signals are not publicly distributed but are monitored, primarily for security purposes. CCTV relies on strategic placement of cameras and private observation of the camera's input on monitors. Access to data transmissions are limited by design.

Server: a computer or computer program, which manages access to a centralised resource or service in a network.

Roles and Responsibilities

The School will:

- Ensure there is appropriate signage informing visitors to the School of the areas in view of the CCTV cameras
- Nominate appropriate authorised School personnel to maintain and view recordings
- Install the cameras in appropriate areas
- Periodically review the effectiveness of the cameras
- Maintain and upgrade the cameras when necessary

Students will:

- Be aware that there are cameras monitoring areas throughout the School.
- Understand that Pastoral Leaders and members of the School Administration Team can request to view footage from the CCTV system if there is reasonable belief that students have breached School Expectations.

Teachers will:

- Exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material.
- Read and adhered to the procedures outlined in this policy relating to the use of the CCTV system and stored video footage.

Parents can help by:

- Reading and understanding, and ensuring their child reads and understands this Policy.
- Working with the School to observe expectations, policies and procedures.