



Closed Circuit Television Policy

1.1 Gordon PS CCTV Policy

This policy regulates the management, operation and use of the closed circuit television (CCTV) system at Gordon Primary School.

This policy is consistent with:

- Our school's privacy policy
- The Department's "Security Risk management" and "information Privacy" policies
- Victorian privacy law.

1.2 Purpose -Why do we have CCTV cameras?

The CCTV system exists to (a) ensure the school environment is safe and secure, and (b) to assist schools to fulfil their duty of care to students, staff and visitors.

CCTV strengthens the schools security by providing an appropriate level of surveillance of staff, students and visitors on school grounds. CCTV provides enhanced capacity to protect the school's assets against vandalism and theft. The presence of CCTV cameras deters inappropriate behaviour and reassures students that they are protected when on school grounds.

This policy describes how CCTV system will provide that security, consistent with Victorian privacy law.

1.3 How will we use the CCTV footage?

The school may use CCTV to:

1. Prevent, detect, monitor and review:
 - a. **Criminal Behaviour** – of anyone on school grounds
 - b. **Staff misconduct**
 - c. **other inappropriate behaviour** – including of students, staff, visitors or members of the public.
2. Verify **incidents involving students**

3. Provide the Principal with visual coverage **during emergencies**.

1.4 How will CCTV NOT be used?

CCTV cameras are not:

- Hidden or covert
- Located in private areas such as toilets, changing rooms or staff rooms
- Used to monitor the quality of teaching.

1.5 Where will the CCTV cameras be located?

CCTV Cameras are located in the following areas of Gordon Primary School. (See attached map)

1.6 Notice near each camera

A notice is located near each camera which (a) alerts people to the presence of the camera.

1.7 Access to CCTV footage

CCTV footage may only be accessed for the purpose set out above at “How will we use CCTV footage” and only by the following people:

1. The **Principal or nominee**, including people explicitly authorised by the principal, for example:
 - a) Members of the schools IT department
 - b) Security personal
2. **Central and Regional Departmental** staff, contractors and agents, when required to assist the school for an above purpose
3. Any other people permitted by law.

1.8 Who is responsible for securing the CCTV system?

The Principal or their nominee is responsible for managing the CCTV system including:

1. operation of the CCTV system and ensuring it complies with this policy
2. considering the appropriate location and use of the cameras and method for storing CCTV footage
3. Maintaining and upgrading cameras when required.

1.9 Storage of Footage

CCTV footage is kept for 30 days. If there has been no request to view the footage or access footage during this period, the footage will be deleted.

Communication of Policies

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

EVALUATION:

This policy was last approved by school council on

This policy was ratified by School Council 11.8.21.