

6.18 GUIDELINE CCTV

INTRODUCTION

The purpose of this guideline is to regulate the management, operation and use of the closed circuit television (CCTV) at Cromwell College. This guideline follows Privacy Act 1993 guidelines.

1. Objectives of the CCTV System

- (a) To provide monitoring for the safety of students at school.
- (b) To protect the school buildings and assets.

2. Statement of Intent

All information, documents and recordings obtained and are protected by the Privacy Act.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. CCTV will only be released for use in the investigation of a specific crime and with the authority of the Police.

Warning signs, as required under the Privacy Act have been placed at all access routes to areas covered by the school CCTV.

3. Operation of the System

The system will be administered and managed by the Senior Leadership Team in accordance with the principles and objectives expressed in this guideline.

The day-to-day management will be the responsibility of the Property Manager, the Caretaker and Senior Leadership Team.

Cameras will be positioned in a way to ensure that the requirements of the Privacy Act are met and that any images captured do not impinge unreasonably on the privacy of an individual.

There will be signage and communication that CCTV is operating.

The ICT Manager will be involved in maintaining hard disc space and system maintenance. If required, the systems licensed security installer may be called upon for assistance.

The CCTV system will be operated 24 hours each day, every day of the year.

4. Monitoring Procedures

Only the ICT Manager, school approved users or Police will have access to the system or footage/images from it. Approved users include members of the Senior Leadership Team, the Property Manager and Caretaker. School Deans may also view footage in the company of approved users for the purposes of student wellbeing.

An electronic log will be kept of any viewing of cameras.

Parents can only view footage if theirs is the only child involved in the images captured. In situations where there are other students then all parents and students need to agree to the viewing. This requirement may be negated if it is possible to blur images to protect privacy.

5. Image Storage Procedures

The images are stored on the Hard Drive for a period of 3 weeks then written over by the system.

Information collected via camera footage will only be used to identify those engaged in criminal activity, suspicious behaviour or in breach of other school policies and practices.

The viewing of footage will be restricted to events as close as possible to the time of the reported incident.

No recorded data will be copied from the system unless approved by the Principal or his delegate. This is to be recorded in the electronic logbook.

Footage may be viewed by the Police for the prevention and detection of crime or identification of a missing child.

Viewing of footage by the Police must also be recorded in writing and in the electronic log. Requests by the Police can only be actioned through the Principal and will need to comply with this guideline.

Should footage be required as evidence, a copy may be released to the Police. Footage will only be released to the Police on the clear understanding that the footage remains the property of the school, and both the footage and information contained on it are to be treated in accordance with this guideline.

The Police may require the school to retain the stored footage for possible use as evidence in the future. Such footage will be properly and securely stored until they are needed by the Police.

Requests for access to the system or footage from the system made by the public or other interested parties will be denied unless Police support this access formally.

6. Breaches of the guideline (including Breaches of Security)

Any breach of this guideline will be initially investigated by the Principal, in order to take the appropriate action and inform the board.

7. Complaints

Any complaints about the school's CCTV system should be addressed to the Principal. Complaints will be investigated in accordance with the schools complaints procedures and with reference to this guideline.

8. Access by the Data Subject

The Privacy Act 1993 provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV. Requests for Data Subject Access should be made to the Principal.

9. Summary of Key Points

- The CCTV guideline will be reviewed every three years.
- The CCTV system is owned and operated by the school.
- The Hard Drive may only be viewed by authorised school personnel and the Police.
- Images required as evidence will be properly recorded before footage is released to the police.
- Any breaches of this guideline will be investigated by the Principal.
- Breaches of the guideline and remedies will be reported by the Principal to the Board

Guideline audited and reviewed by Self Review Committee

Date.....