




## CAMERA SURVEILLANCE (CCTV) POLICY

<b>Purpose:</b>	The purpose of this Policy is to manage the use of Camera Surveillance systems used by Ormiston College.		
<b>Scope:</b>	This Policy is to be adhered to by all stakeholders which include all staff, directors, managers, workers, parents, students, volunteers, contractors, suppliers and visitors at the College.		
<b>References and Legislation:</b>	<ul style="list-style-type: none"><li>• <i>Privacy Act (Cwlth) 1988</i></li><li>• <i>QLD Information Privacy Act 2009</i></li><li>• <i>QLD Workplace Health and Safety Act 2011</i></li><li>• <i>QLD Civil Liability and Other Legislation Amendment Act 2019 (CLOLA)</i></li><li>• <i>QLD Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i></li><li>• <i>QLD Human Rights Act 2019</i></li></ul>		
<b>Ormiston College Related Documents:</b>	<ul style="list-style-type: none"><li>• Acceptable Use of ICT Services Policy</li><li>• Privacy Policy</li><li>• Child Protection Policy</li></ul>		
<b>Policy Owner:</b>	College Governing Body	<b>Version:</b>	V230124
<b>Status:</b>	APPROVED	<b>Supersedes:</b>	N/A
<b>To be reviewed:</b>	Every 2 years	<b>Next Review Date:</b>	January 2026
<b>Authorised by:</b>	BRETT WEBSTER	<b>Date of Authorisation:</b>	12/03/2024
<b>Signature:</b>			

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## **POLICY STATEMENT**

At Ormiston College, surveillance cameras (CCTV) are used for the legitimate purposes of deterring property crime and other criminal offences, as well as ensuring the safe management of the College grounds, assets and people in particular, in the protection of our students.

Personal information may be collected by CCTV as a result. This Policy outlines how CCTV is managed, to ensure this information is protected in accordance with legislative requirements.

## **RESPONSIBILITIES**

### **Headmaster**

- Provides delegation of who may view the security footage, and its distribution to 3<sup>rd</sup> parties (other than the Police) outside the College.
- Handles personal requests from the College community and outside parties regarding CCTV use and footage.

### **Business Manager**

- Accesses the CCTV system for the purpose of protecting the College grounds and assets.
- Provides advice on the expansion of the CCTV systems.

### **Manager ICT Services and Network Administrator**

- Maintains the CCTV systems including the infrastructure and storage to enable the CCTV system to operate effectively.
- Engages CCTV vendors and professionals in relation to maintenance.
- Accesses the CCTV systems as delegated by the Headmaster and on behalf of the College Executive to find footage related to an incident. This access is documented.
- Performs other duties in relation to CCTV as directed by the Headmaster or Business Manager.

### **Property Manager and Caretaker**

- Accesses the CCTV system for the purpose of protecting the College grounds and assets.
- Liaises with and provides footage to the Police when an incident on the grounds has occurred.

## **NOTIFICATION OF SURVEILLANCE**

The College informs the following people that CCTV is in use throughout the College:

- Staff through its Induction Program and this Policy.
- Parents and the general public via the wayfinding signage located around the campus.
- Visitors to the College receive notification as part of the College sign-in procedure.

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## LOCATION OF SECURITY CAMERAS

Security Cameras have been positioned in the public areas, streets, reception areas and thoroughfares of the College, specifically for the purposes outlined in this Policy. Cameras are positioned such that private areas (eg., the inside of toilets or changerooms) are not viewable or recorded.

Due to the nature of early childhood, the College feels it is best to specifically feature security cameras inside the classrooms of the Early Learning Centre. These cameras can only view the classroom and not the adjacent toileting areas.

## STORAGE OF FOOTAGE

The CCTV systems store footage on a secured server located on campus. Access to the footage on the server is limited to the people listed in the responsibilities above.

The server has a finite capacity such that, the older footage is overwritten by the latest footage. Security cameras record footage when movement is detected in front of them. The amount of movement, eg., windy days, student movement, College public events will vary, and thus the amount of time footage is stored may vary.

In general, the minimum time footage is stored for is 30 days, the maximum time footage is kept is no more than 90 days.

## ACCESSING FOOTAGE

- **Senior Executive Staff** – may access footage in relation to an incident that is within their area of responsibility eg. student behavioural issues.
- **General Staff** – should the incident be in relation to duty of care or workplace safety then first contact should be with the Head of School or the Property Manager. These people will then follow procedures to access the camera footage. If it is for personal reasons eg. their car has been damaged, then the staff member should write to the Headmaster for permission to access the footage with the Manager - ICT Services (or Network Administrator).
- **Property Manager and Caretaker** – may directly access footage in relation to College assets or to investigate Workplace Safety incidents.
- **Manager - ICT Services and Network Administrator** – beyond handling requests by Executive staff or on behalf of the Headmaster, may access the footage directly for the purposes of maintaining or expanding the CCTV systems.

## REQUESTS TO ACCESS FOOTAGE BY POLICE

Police may access the College's CCTV footage in relation to the *QLD Information Privacy Act 2009*. Should a Police Officer require access to CCTV footage, they must first contact the Headmaster.

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## **REQUESTS TO ACCESS FOOTAGE BY 3<sup>RD</sup> PARTIES OR THE GENERAL PUBLIC**

All requests by 3<sup>rd</sup> parties or the general public should be made in writing and addressed to the Headmaster.

The Headmaster may seek legal advice to determine if disclosure of CCTV footage to the individual requesting it is warranted and to ensure correct procedures are performed in disclosing the footage.

## **FOOTAGE USED AS EVIDENCE**

Footage may be kept longer by the College if it is required for evidence, either in relation to an internal incident eg., student behaviour, or required for a criminal incident eg., Police investigation.

Footage that is saved for evidence is saved to a secure folder on the College's fileserver and dated for the incident.

Unless required to be kept longer for the College to be compliant for legislative purposes, eg., vulnerable person, or in relation to a Police matter, footage that was saved for evidential purposes will be retained no longer than 12 months after the investigation of the incident has been resolved.

## **PERSONAL INFORMATION**

The CCTV system does store personal information including:

- the image of a person;
- the images of 3<sup>rd</sup> party property brought onto the campus eg., car with number plates;
- any legible writing that is in the footage that may contain names, addresses, financial or health details.

The CCTV system does not store audio recordings.