

Purpose

Victory Lutheran College uses a closed-circuit television (CCTV) system at the school.

The purpose of this Notice outlines how the CCTV system will be used, including the use and disclosure of any footage produced by the CCTV system so as to be consistent with Victorian privacy law.

Responsibilities

The College has an obligation to ensure the school environment is safe and secure, for all students, staff and visitors. The CCTV system assists the College to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds. CCTV also provides enhanced capability to protect our school's assets against vandalism and theft.

Use of CCTV

CCTV cameras have been placed in the college grounds for the following purposes:

- To prevent, support and verify incidents involving:
 - criminal behaviour – of anyone on school grounds
 - inappropriate behaviour – including of students, staff, visitors or members of the public. For example, the College may use CCTV footage of incidents to make informed decisions about student behaviour management
- verify and investigate other incidents involving students, staff and visitors (for example incidents in which a person has sustained injury, loss or damage on school premises)

CCTV cameras are NOT:

- located in private areas such as toilets, changing rooms, dressing rooms, showers, or other areas where individual privacy is paramount
- used to monitor student or staff work performance
- hidden or covert

Location of CCTV cameras

The College has CCTV cameras located:

- at the student bike enclosure
- around the campus in areas that have been identified as trouble 'hot spots' and where students congregate
- in the foyer of the Administration Building

Signage is in place at the College's entrances to notify staff, students, visitors, contractors and/or the general community that CCTV is in operation.

Access to CCTV footage

CCTV footage is only accessed for the purposes set out in this Policy and can only be viewed by the following people:

1. the Principal or their representative, including people explicitly authorised by the Principal

2. the Business Manager
3. Heads of School
4. Directors of Wellbeing
5. any other people permitted or required by law.

The College will record each occasion CCTV footage is accessed in the *CCTV Recorded and Viewed Footage Register*.

Request to view footage

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

- the Principal or their representative 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
- it would not be an unreasonable intrusion into another person's privacy.

Please note, our school cannot provide copies of CCTV footage to staff, students or parents/carers

Storage of footage

CCTV footage is stored securely on the College's server to be viewed at a later time, if required.

CCTV footage is kept for no more than 31 days. If the CCTV footage has not been used in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is automatically deleted.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our school will manage and securely retain the footage.

Questions or concerns

For any questions or concerns regarding the use of the CCTV system at the College, please contact the College on 02 6057 5859.

Review and Communication

This document shall be reviewed every three years and communicated to the College Community on the College website.

Approved by: the Principal, 27/03/2025

Next Review: 27/03/2028