



## CLOSED CIRCUIT TELEVISION - CCTV POLICY

Policy Implementation Date	Review Date	Responsible for Review
September 2019	August 2022	Policy subcommittee

### **PURPOSE**

This policy regulates the management, operation and use of the Closed Circuit Television (CCTV) system at Dookie Primary School.

### **SCOPE**

This policy applies to the installation of CCTV cameras on school grounds and the use and disclosure of any footage produced by those cameras.

The policy is consistent with:

- Our school's privacy policy
- The Department of Education's 'Security Risk Management' policy
- Victorian privacy law

### **POLICY**

Schools have an obligation to ensure the school environment is safe and secure, and fulfil duty of care to students, staff and visitors. The CCTV system exists to assist our school to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds.

CCTV strengthens our school's security by providing an appropriate level of surveillance of the school grounds and assists our school to take all reasonable steps to prevent reasonably foreseeable harm on/ of school premises (duty of care). CCTV provides enhanced capability to protect our school's assets against vandalism and theft. The presence of CCTV cameras deters misconduct and inappropriate behaviour.

This policy describes how our CCTV system does this, consistent with Victorian privacy law.

### **Use of CCTV**

Consistent with our school's obligations set out above, Dookie Primary School may use CCTV cameras to:

Prevent and verify incidents involving:

- -criminal behaviour – of anyone on school grounds (including damage to school buildings and property)
- -other inappropriate behaviour.

When our school uses CCTV footage to verify an incident in any of the ways set out above, that footage then constitutes a 'record' under the Retention and Disposal Authority (RDA) published by the Public

Records Office Victoria. This means that our school must retain the footage of that incident for a minimum number of years.

CCTV cameras are not:

- Hidden or covert
- Located in private areas such the toilets

The CCTV cameras at Dookie Primary School are located on the outside of buildings and under the roof structure outside the office area.

A number of notices are displayed to alert people of the presence of CCTV cameras.

### **Access to CCTV footage**

CCTV footage is only accessed for the purposes set out above at 'How will we use CCTV footage' and only by the following people:

1. The Principal or Acting Principal, (any other authorised people e.g. members of the school's IT department, will always be accompanied by the Principal)
2. Central and regional Department of Education staff, when required to assist the school for an above purpose.
3. Maintaining and upgrading cameras when required.

### **Showing footage to staff, students and/or their parents involved in incidents**

As set out above, the Principal may rely on CCTV footage:

- a) For student discipline or staff misconduct decisions, and
- b) To verify incidents on school premises – this will be at the Principal's discretion and in general, footage will not be shown to staff, students and parents.

When necessary to do either (a) or (b), the Principal may show specific footage of an incident to those involved, including relevant staff, students and/or their parents. This means that any person on school premises may be captured on CCTV footage of an incident that the Principal may subsequently show to staff, students and/or their parents.

The Principal cannot give copies of CCTV footage to staff, students or parents. Any requests for a copy of CCTV footage must be made to the Department's Freedom of Information Unit.

### **Managing and securing the CCTV system**

The Principal or their nominee is responsible for managing and securing 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 cameras and method for storing CCTV footage
3. Maintaining and upgrading cameras when required.

### **Ownership of CCTV footage**

The Department of Education owns Dookie Primary School's CCTV systems and CCTV footage.

### **Disclosure of CCTV footage**

CCTV footage is kept for no more than 31 days. If Dookie Primary School has not used CCTV footage 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 deleted.

### **Access to information held about you**

To access information Dookie Primary School holds about you (on behalf of the Department), including any CCTV footage, please contact:

Freedom of Information Unit  
Department of Education and Training  
GPO Box 4367  
MELBOURNE VIC 3001  
Email: [foi@edumail.vic.gov.au](mailto:foi@edumail.vic.gov.au)

### **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide: Security Risk Management
- Schools' Privacy Policy [www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx)

**Evaluation:** This policy will be reviewed as part of the school's three-year review cycle or when changes are made to DET guidelines.

This policy was last ratified by School Council in....

September 2019