

# Murtoa College

## CCTV POLICY



### Rationale:

This Policy explains the management, operation and use of the closed-circuit television (CCTV) system at Murtoa College.

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

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

### 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.

This policy is consistent with:

- Victorian government [Schools' Privacy Policy](#) (applies to all Victorian government schools)
- the Department's [Security Risk Management](#) policy
- Victorian privacy law

## POLICY

### Use of CCTV

Consistent with our school's obligations set out above, Murtoa College may use CCTV cameras to:

- prevent and verify incidents involving
  - criminal behaviour – of anyone on school grounds
  - staff misconduct
  - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may use CCTV footage of incidents to help inform decisions about student management
- verify other incidents – involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on school premises)
- to provide the principal with visual coverage during emergencies

CCTV cameras are NOT:

- hidden or covert
- located in private areas such as toilets and changing rooms
- used to monitor student or staff work performance

#### **Location of CCTV cameras in our school**

In our school, CCTV cameras are in:

- school entrances
- general outdoor areas

Signage is placed around the school to inform employees, students, the school community and members of the public at large that surveillance is taking place.

#### **Access to CCTV footage**

CCTV footage is only accessed for the purposes set out in this policy (see 'Use of CCTV footage') and only by the following people:

1. the principal or nominee, including people explicitly authorised by the principal.
2. central and regional Department staff, when required to assist the school for the purposes outlined in 'Use of CCTV'.
3. any other people permitted by law.

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

When using CCTV for the purposes listed in this policy under the heading 'Use of CCTV' and only when appropriate, the principal may show specific footage of an incident to those directly 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 school cannot give copies of CCTV footage to staff, students and/or parents. Any requests for a copy of CCTV footage must be made to the Department's Freedom of Information Unit.

#### **Access by Police, Investigative Authorities and Other External Parties**

Authorisation to view recorded CCTV images/footage will be given to relevant person/s on a case by case basis, which will be determined at the discretion of the Principal.

Access to recorded CCTV data may be provided in response to Court Orders, to assist the Police in criminal investigations, to assist with the investigation of Occupational, Health and Safety incidents involving staff, student, visitors, contractors and/or the general community. Requests for access to recorded data for these purposes may be approved by the Principal, or directed to the Manager, Security Unit after consultation with the Privacy and Legal Divisions.

The Principal, in consultation with contracted security service providers, must request and retain documentation in support of a request for CCTV imagery by Police, investigative authorities, or legal practitioners that sufficiently details the reason for the request.

Footage approved for release is to be receipted for reference (copy retained and copy to person accepting).

A register of all downloaded and copied footage is to be maintained.

### **Recorded Material**

CCTV recorded images are to be securely retained for a minimum of 31 days and be used only for purposes defined in this policy, or otherwise according to law (e.g. in relation to Freedom of Information requests). Except for any material excerpts from footage that have been copied and stored for legal purposes, CCTV footage will normally be deleted after 31 days.

Recorded material must not be sold or used for commercial purposes. Recorded material must not be publicly displayed or released except to the extent that display, or release is strictly required by law.

### **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 and Training (the Department) owns our school's CCTV systems and CCTV footage.

### **Disclosure of CCTV footage**

Our school may only disclose CCTV footage externally (i.e. external to the Department) as described in this policy or otherwise when permitted by law.

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

To access information our 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](#)
- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- [Schools' Privacy Policy](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	November 2021
Approved by	School Council
Next scheduled review date	November 2024