



College council will review this policy every three years or as directed by DET

Date approved: June 2018

Date of next review: 2021

RATIONALE

The purpose of the CCTV system at Doncaster Secondary College is to provide staff, students, and visitors with a safe environment in which they can work and learn.

The provision and use of Closed-Circuit Television (CCTV) support the maintenance of this secure environment by ensuring an appropriate level of surveillance of the grounds and facilities. It also provides enhanced capability to protect Doncaster Secondary College assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour and will often serve to reassure students that they are protected whilst within the College.

PURPOSE

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Doncaster Secondary College. This policy outlines the way the CCTV system will operate to providing security, whilst ensuring that the privacy of individuals is protected in accordance with the Doncaster Secondary College "Privacy Policy" (available at www.doncastersc.vic.edu.au) and applicable legislation.

BROAD GUIDELINES

School Approach and Use

Closed-Circuit Television operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and secondary devices. Access to the images shown on these monitors is available to authorised persons from Doncaster Secondary College staff who uses the material for one of the following security purposes:

1. To prevent, deter and detect contravention of the Code of Conduct;
2. The provision of visual coverage for the management of emergencies.

Access to the CCTV recorded footage is limited to authorised staff, authorised Police and Security Personnel with a legitimate reason to view and/or otherwise use the captured footage, including the provision of evidence in support of prosecution of criminal or illegal behaviour.

The Principal Class Team, Leading Teachers, Level Coordinators and the Facilities Manager are authorised to view any footage. These people have the discretion to call in another member of staff to view footage for the purpose of identification of persons captured in the images.

Any private use of this system or material produced or use inconsistent with the purpose and procedures outlined within this policy will be considered misconduct, and disciplinary action may be taken.

Appropriate signage must be in place to notify all persons entering Doncaster Secondary College that CCTV cameras are in use, and accordingly, that they may be filmed during their visit. The wording of this signage is to be as follows:

WARNING

24 Hour Surveillance Monitoring These Premises and/or words to this effect

Information on your rights under privacy legislation and Doncaster Secondary College's privacy policy may be accessed at the following URL: [http: www.doncastersc.vic.edu.au](http://www.doncastersc.vic.edu.au)

In general, installation of CCTV cameras in Doncaster Secondary College will be limited to places such as the entrances to the school, corridors, locker areas, computer labs and areas prone to vandalism. In accordance with applicable legislation, cameras will not be used to capture or view private activities unless clear and obvious signage is placed within the area in which the activities take place. Cameras will not be installed in private areas such as toilets, change rooms, staff rooms or to monitor student or staff performance. Hidden or covert cameras are also prohibited.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

MANAGEMENT RESPONSIBILITY

The Doncaster Secondary College Facilities Manager has the responsibility for the ongoing management of the CCTV system. The Facilities Manager is charged with:

1. Controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Doncaster Secondary School policies;
2. Providing advice on the location of and utility of cameras and storage mediums;
and
3. Supporting the maintenance and upgrade of the cameras where necessary.

A regular review program will also be undertaken to ensure that existing cameras are situated in the most appropriate locations and are correctly installed so as to ensure the most effective coverage.

This review will also assess the effectiveness of the coverage provided by the network and make recommendations to the College Principal and College Council for any further improvement of its capabilities.

OPERATING STAFF RULES

All persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material. Principal Class members, Leading Teachers and Student Managers' are authorized by this policy to access footage via a request to the Facilities Manager. In the case of Leading Teachers and Student Managers, the request must be made via a member of the Principal Class. Records of all viewings will be documented using the "Recording of Viewing of CCTV footage.

All staff will be briefed on the requirements of this Policy, along with details of Doncaster Secondary College Privacy Policy, and advised that disciplinary procedures will apply in the event of any inappropriate actions.

AVAILABILITY OF FOOTAGE

Electronic media is kept for up to the capacity of the media.

ACCESS TO AND DISCLOSURE OF IMAGES TO THIRD PARTIES

All employees should be aware of the restrictions set out in this Policy in relation to access to, and disclosure of, recorded images.

1. Access to recorded images will be restricted to those persons who need to have access in order to achieve the purpose(s) of using the CCTV equipment.
2. All access to the medium on which the images are recorded should be documented according to appendix A.
3. Disclosure of the recorded images to third parties will be limited to the following classes of persons/agencies:
 - Law enforcement agencies, where the images recorded would assist in a specific enquiry;
 - Law enforcement agencies where the images would assist a specific criminal enquiry; and
 - Relevant legal representatives.
 - Recorded images will not be made publicly available

Department policy states that if a parent or student or former student requests information and documentation, it may be released if:

- **the document/information was given to the school by the student**
- **the document/information was previously given to the student**
- **the document is publicly available**

Source: <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/requestinfo.aspx>

All other documents may be requested through the Freedom of Information process, which determines whether the document or parts of the document may be released or redacted using the relevant exemptions under the Freedom of Information Act 1982 (Vic).

An FOI request can be made by contacting the Manager of Freedom of Information and Privacy at:
Department of Education and Training
GPO Box 4367 MELBOURNE VIC 3001
Telephone: 9637 2670 or 9637 3134
Fax: 9637 2730
Email: foi@edumail.vic.gov.au

Details about the FOI process can be found here:

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/foi.aspx>