

CCTV POLICY



Rationale

The purpose of the CCTV system at Diamond Creek Primary School 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) supports 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 Diamond Creek Primary School 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 school grounds,

Purpose

The purpose of this policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Diamond Creek. This policy outlines the way the CCTV system will operate to provide security, whilst ensuring that the privacy of individuals is protected in accordance with the Diamond Creek Primary School Privacy Policy and applicable legislation.

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:

- DET privacy policy
- The Department of Education's 'Security Risk Management' policy
- Victorian privacy laws

Implementation

Use of CCTV

Consistent with our school's obligations set out above, Diamond Creek Primary School may use CCTV cameras to prevent and verify incidents involving:

- Criminal behaviours – of anyone on school grounds (including damage to school buildings and property)
- Other inappropriate behaviours – 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
- The provision of visual coverage for the management of emergencies
- To increase the personal safety of students, staff and visitors using the Out of School Hours Care (OSHC) program
- To comply with our obligations and responsibilities to Department of Education and Training (DET) and the school community
- To protect the school buildings and their assets
- To assist police in identifying, apprehending and potentially prosecuting offenders

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

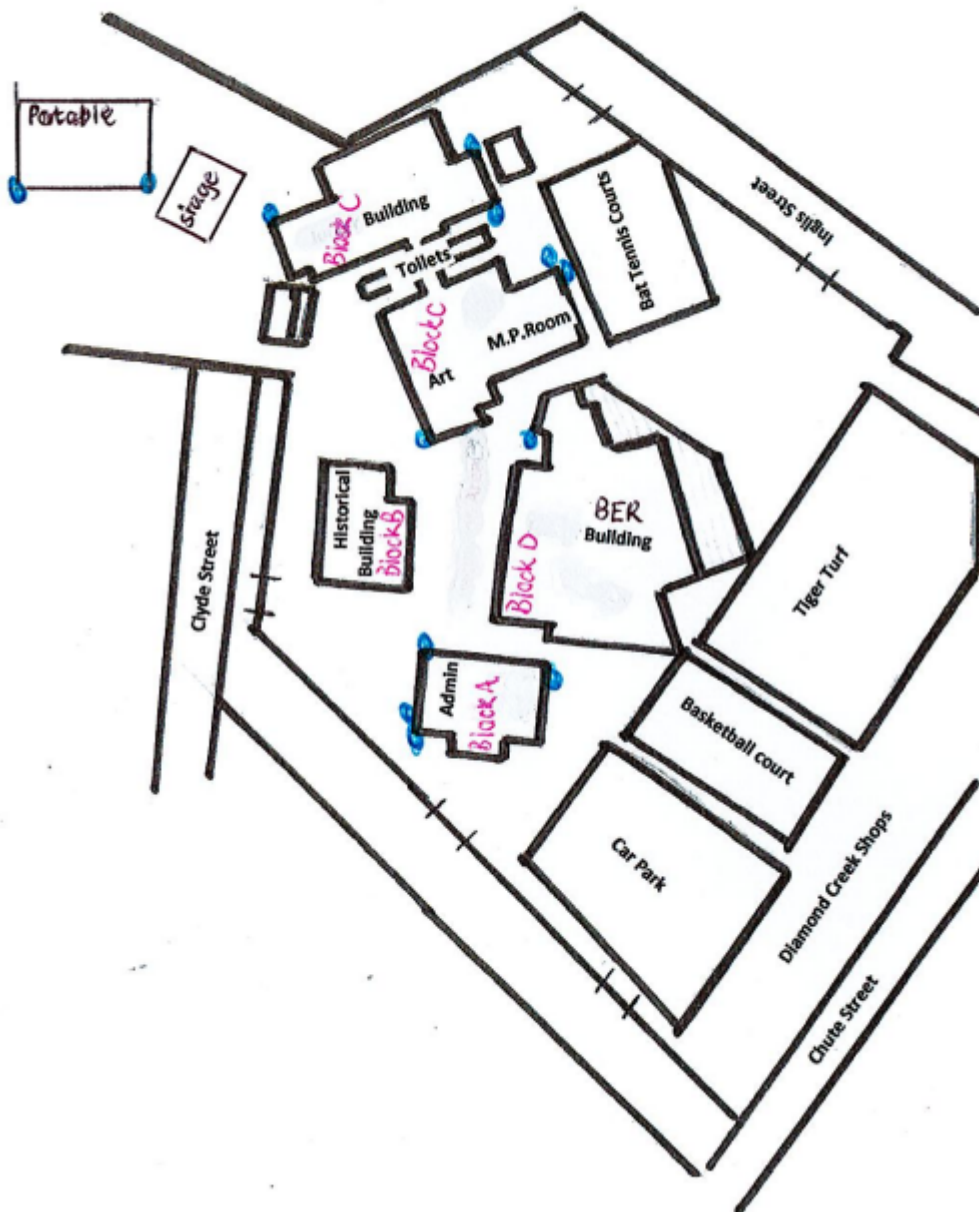
incident for a minimum number years.

CCTV cameras are NOT:

- Operating during the hours of 8:45 am to 3:45 am on school days
- Hidden or covert
- Located inside the school (including private areas such as toilets, changing rooms or staff rooms)
- Used to monitor the quality of teaching

Location of CCTV cameras at DCPS

(blue dots represent camera placements)



At Diamond Creek Primary School, CCTV cameras are located on buildings to monitor:

- School entrances

- Playgrounds and open areas

A notice is located near each CCTV camera which alerts people to the presence of the camera and this CCTV policy.

Access to CCTV footage

CCTV footage is only accessed for the purposes set out above in 'Uses of CCTV' and only by the following people:

1. The Principal or their nominee, including people explicitly authorized by the Principal
2. Central and regional Department of Education staff, when required to assist the school for one of the purposes outlined above
3. Any other people permitted by law,

Showing Footage

When using CCTV for the purposes listed in this policy under the under '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 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 their parents.

The school cannot give copies of CCTV to staff, students, parents or any other parties. Any requests for a copy of CCTV footage must be made to the Department of Education's Freedom of Information Unit, as set out below.

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 our school's CCTV systems and CCTV footage.

Disclosure of CCTV footage

Diamond Creek Primary school may only disclose footage externally (external to the Department of Education, including our school) as described in this policy) or otherwise when permitted by law.

Storage of footage

CCTV footage is kept for no more than 31 days. If Diamond Creek 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 the footage during this period, the footage is deleted.

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 2001
Email: foi@education.vic.gov.au

Further Information and Resources

- Education and Training Reform Act 2006 (VIC)
- Freedom of Information Act 1982 (VIC)
- Information Privacy Act 2000 (VIC)

EVALUATION

This policy was last updated in June 2022 and is scheduled for review in June 2024.