



Closed Circuit (CCTV) Privacy Notice

Huntingtower provides individualised and custom-tailored support for international students and their families, including language assistance. Please contact the main office either in person or by telephoning 9807 8888.

Huntingtower为国际学生及其家庭提供个性化和定制的支持，包括语言援助。请亲临或致电 9807 8888 与总办事处联络。

Huntingtower's Closed Circuit Television (CCTV) operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and secondary devices.

This Privacy 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 the Privacy Act.

Need for CCTV

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

Use of CCTV

Consistent with the School's obligations set out above, the School may use CCTV cameras to:

- Prevent, support 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
- 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)
- To provide the Critical Incident Team with visual coverage during emergencies.

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, except in limited circumstances and in accordance with the CCTV policy

Location of CCTV Cameras in the School

- School entrances
- Corridors
- Carparks
- Playgrounds and open areas

A notice is located at the School's entrances and around the grounds which alerts people to the presence of cameras and this CCTV Privacy Notice.



CCTV CAMERAS AT HUNTINGTOWER

Last updated 29 February 2024



Access to CCTV Footage

Any individual other than authorised staff who wish to review surveillance data will need to make a written request to the Principal. The request must contain the following information:

- Date of the incident
- Time of the incident
- Location of the incident
- Reason why the viewing has been requested

Request to View Footage

When using CCTV for the purposes listed in the [policy](#) and only when deemed appropriate, the Principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents/carers where:

- The Principal considers it appropriate and necessary in order to support parents/carers 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

Storage of Footage

CCTV footage is stored locally on the School's server. CCTV footage is kept for no more than 3 weeks. If the 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. Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, the School will manage and securely retain the footage in accordance with the retention requirements set out in the Records Management Policy.

What if you have questions?

For more information of how the School may use the CCTV system and who may access the footage, please refer to the [CCTV Policy](#). If you have any questions or concerns regarding the use of the CCTV system in the School, please contact the School to discuss:

Principal, Huntingtower

p: 03 9807 8888

e: admin@huntingtower.vic.edu.au

*Updated February 2024