



CLOSED CIRCUIT TV (CCTV) POLICY

Statement of Context and Purpose

The Closed-Circuit Television (CCTV) system at Huntingtower plays a vital role in fostering a safe environment for staff, students and visitors, facilitating surveillance to maintain security against threats such as vandalism and theft. Additionally, the visible presence of CCTV cameras acts as a deterrent against inappropriate behaviour, instilling confidence in students regarding their safety. This policy governs the management, operation and utilisation of the CCTV system, ensuring security standards while safeguarding individuals' privacy in alignment with the Huntingtower Privacy Policy.

Application

The CCTV policy applies to all individuals who interact with or are present within the premises of Huntingtower, including but not limited to staff, students, visitors, contractors and any other individuals accessing the School's facilities. This comprehensive approach ensures that the regulations outlined in the policy govern the use of the CCTV system for the benefit of everyone within the School community, while also safeguarding their rights to privacy and security.

Implementation

Huntingtower's CCTV 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 the Principal and any person authorised by the Principal who uses the material for one of the following security purposes:

- To prevent, deter and detect contravention of the Huntingtower Code of Conduct
- The provision of visual coverage for the management of emergencies
- To protect Huntingtower staff, students and community members against vandalism and theft and other incidents

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

The Principal and any person authorised by the Principal are authorised to view any footage. They 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 is in place to notify all persons entering Huntingtower that CCTV cameras are in use and accordingly, that they may be filmed during their visit. The wording of the signage is: *These Premises are Protected by CCTV.*

In general, installation of CCTV cameras in Huntingtower is limited to places such as the entrances to the School, corridors, car parks and areas prone to vandalism or theft. 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. 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 Huntingtower Property Manager has the responsibility for the ongoing management of the CCTV system. The Property Manager is charged with:

1. Controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Huntingtower policies
2. Providing advice on the location of and utility of cameras and storage mediums
3. Supporting the maintenance and upgrade of the cameras where necessary
4. A regular review program will also be undertaken to ensure that existing cameras are situated in the most appropriate locations and are correctly installed 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 Principal and the School Board for any further improvement of its capabilities.

Availability 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 by the [Records Retention & Disposal Schedule for Non-Government Schools](#).

When using CCTV for the purposes listed in this 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 provided:

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

The School cannot provide copies of CCTV footage to staff, students or parents.

Access to and Disclosure of Images to other Parties

Restrictions set out in this Policy in relation to access to and disclosure of recorded images include:

1. Access to recorded images will be restricted to the Principal and any person authorised by the Principal who requires 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 will be documented (*see Appendix 1*)
3. Disclosure of the recorded images to other 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
 - Relevant legal representatives

Related documents

- Privacy Policy
- Data Breach Response Plan
- Records Management Policy
- Privacy Act 1988
- Privacy and Data Protection Act 2014 (Vic)
- Australian Society of Archivists Records, Retention and Disposal Schedule for Non-Government Schools 2nd Edition 2018

Communication

This Policy is available to staff, parents/carers, students and the School community via the School's website. In addition, relevant aspects of this Policy may be raised at relevant meetings and highlighted in Bulletins.

Evaluation

The Principal is primarily responsible for monitoring Huntingtower's overall compliance with this Policy, which will be reviewed as part of Huntingtower's policy review cycle (and otherwise as and when required).

Authorisation

This policy was authorised by the Principal in August 2021

Reviewed: March 2024, 2026

Date of next review: March 2028

Appendix 1

CCTV Monitoring Log

Anyone viewing CCTV footage are required to record the following details:

Date	Time	Footage accessed by (<i>Name</i>)	Reason