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## CCTV POLICY

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# CCTV POLICY

## 1. Purpose

This Policy explains the College's management, operation and use of the Closed Circuit Television (CCTV) system.

## 2. Scope & Responsibility

This policy applies to the installation of CCTV cameras on College grounds and the use and disclosure of any footage produced by those cameras.

## 3. Policy Details

The College has an obligation to ensure the College environment is safe and secure, and fulfil its duty of care to students, staff and visitors. The CCTV system exists to assist the College to fulfil these obligations and to prevent and manage other inappropriate behaviour on College grounds. CCTV provides enhanced capability to protect our College's assets against vandalism and theft. CCTV strengthens our College's security by providing an appropriate level of surveillance on College grounds and assists the College to take all reasonable steps to prevent reasonably foreseeable harm on College 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 College grounds. This policy describes how our CCTV system does this, consistent with Australian privacy laws.

### 3.1 Use of CCTV

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

- Prevent and verify incidents involving criminal behaviour of anyone on College grounds.
- Staff misconduct.
- Other inappropriate behaviour including of students, staff, visitors or members of the public. For example, the College 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.

### 3.2 CCTV cameras are NOT:

- Hidden or covert.
- Located in private areas such as toilets, changing rooms or staff rooms.
- Used to monitor student or staff work performance.

### 3.3 Location of CCTV cameras

CCTV cameras will be located in the following areas at our Colleges:

- School entrances
- Corridors
- Locker areas
- Admin areas
- Ovals
- Playgrounds
- IT labs
- Libraries
- Car parks
- College buses

A notice is located near each CCTV camera to alert people to the presence of the camera and this CCTV Policy.

### 3.4 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:

- The Principal or nominee, including people explicitly authorised by the Principal
- Any other people permitted by law.

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

When using CCTV for the purposes listed in this policy under Section 3.1 '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 any person on College premises may be captured on CCTV footage and where in relation to an incident the Principal may subsequently show to staff, students and/or their parents.

The school cannot give copies of CCTV footage to staff, students, parents or any other parties. Any requests for a copy of CCTV footage must be made to the College's IT Department.

### 3.6 Managing and securing the CCTV system

The College's IT Department is responsible for managing and securing the CCTV system including:

- Operation of the CCTV system and ensuring it complies with this policy.
- Considering the appropriate location and use of cameras and method for storing CCTV footage.
- Maintaining and upgrading cameras when required.

### 3.7 Ownership of CCTV footage

The College owns our CCTV systems and footage.

### 3.8 Disclosure of CCTV footage

The College may only disclose CCTV footage externally as described in this policy or otherwise when permitted by law.

### 3.9 Storage of Footage

CCTV footage is kept at least 7 days. If the College has not used CCTV footage in any of the ways set out above, and if 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 College will manage and securely retain the footage.

## 4. Relevant Legislation & Regulations

- Privacy Act 1988
- Surveillance Devices Act 1988 (WA)
- Surveillance Devices Act 2016 (SA)

## 5. Relevant Internal References

- Privacy Policy
- Risk Management Policy
- Network Security Policy
- Records Management Policy
- Transportation Policy

#### Version Control

Version	Approval Date	Details	Approved By	Next Review
1.	July 2020	New Policy	Executive Principal	July 2021