CCTV POLICY

Review date: June 2015

AIM:
The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Lalor North College.

RATIONALE
The purpose of the CCTV system at Lalor North College is to provide staff, students and visitors with a safe environment in which they can work and study.

The provision and use of Closed-Circuit Television (CCTV) supports the maintenance of this secure environment by ensuring an appropriate level of surveillance of staff, students and visitors to the building. It also provides enhanced capability to protect Lalor North 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.

This policy details the way that the CCTV system will operate in providing that security, whilst ensuring that the privacy of individuals is protected in accordance with the Lalor North College “Privacy Policy” and applicable legislation.

DEFINITIONS

School Approach and Use
CCTV footage will be used for the following security purposes:

1. To prevent, deter and detect contravention of the Code of Behaviour
2. Collect information on any incident that breaches the schools Code of Behaviour
3. The provision of visual coverage for the management of emergencies.

Access to the CCTV recorded footage is limited to authorized staff, authorized 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.

Authorisation to review any footage will be given to relevant parties on a case by case basis which will be determined at the discretion of the Principal.

In general, installation of CCTV cameras in Lalor North College will be limited to places such as the entrances to the school, corridors and locker areas and computer labs. 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 teaching and learning. 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
Lalor North College IT department has the responsibility for the ongoing management of the CCTV system. The IT Technician is responsible for:

1. Controlling the operation of the CCTV system to ensure that it is within the requirements of Government Legislation and Lalor North 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 School Council for any further improvement of its capabilities.

Storage of Footage
CCTV footage is kept for 30 days. If no request has been made to view or access footage during this period, the footage is deleted.

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 should 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
4. Recorded images will not be made more widely available – for example they should not be routinely made available to the media or placed on the Internet.
5. If it is believed that images be made more widely available, the decision will be made by the Principal in consultation with the DEECD Legal unit and the reason for that decision will be documented.
6. No recordings will be made available to any parent of the Lalor North College community that involves children other than their own, unless summoned/subpoenaed.

Related Documents.
- Education and Training Reform Act 2006 (Vic)
- Freedom of Information Act 1982 (Vic)
- Information Privacy Act 2000 (Vic)
- Lalor North College Privacy Policy
- Lalor North College Student Code of Behaviour

Principal approved  School Council approved
APPENDIX A

C.C.T.V. – Lalor North College

RECORDING OF VIEWING BY AUTHORISED SCHOOL STAFF

Date and Time Image Viewed:

Date:…………………………………..Time:………………………………………………

Name of Person/s Viewing the Image:

Name:       Title/Position of Responsibility:

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Reason for the viewing:

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Summary of footage viewed:

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Follow up action:

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Signature of staff member viewing footage ……………………………………………

Authorised school staff member: …………………………………………………