



Implemented	2019
Evaluated	-
Next Evaluation	2022
Evaluation Frequency	3 years
Evaluation Group	LT

CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

1. RATIONALE

The purpose of this policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Gleeson College.

2. AIMS

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

The provision and use of CCTV supports the maintenance of this safe environment by ensuring an appropriate level of surveillance of staff, students and visitors to the College. It also provides enhanced capability to protect Gleeson College buildings and 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 in which the CCTV system will operate in providing security, whilst ensuring that the privacy of individuals is protected in accordance with the South Australian Commission for Catholic Schools Privacy Policy and applicable legislation.

3. GUIDELINES

Approach and Use

CCTV footage may be used for the following security purposes:

1. To prevent, deter and detect contravention of expected behaviour
2. To collect information on incidents that breach expected behaviour, as deemed necessary by the College Leadership Team
3. To provide visual coverage for the management of emergencies.

Access to CCTV footage is limited. Only authorised Gleeson College staff, SAPOL and security personnel with a legitimate reason to view and/or otherwise use the captured footage will be allowed access. This footage may be used to provide evidence in support of a prosecution or criminal and illegal behaviour. Authorisation to review any footage may be given to relevant parties on a case by case basis at the discretion of the Principal.

The Gleeson College CCTV system comprises of fixed cameras located at the main entrance and at various locations within College grounds. Cameras will not focus on private homes, gardens or other areas of private property or be located in any discrete areas such as inside toilets or change rooms. Appropriate signage has been placed at various points around the College, as required.

Management Responsibility

The Gleeson College IT team has responsibility for the ongoing management of the CCTV system. IT staff will check and confirm the operation of the system daily and check that the equipment is properly recording and that cameras are functional.

An annual review program will be undertaken by IT staff in conjunction with the Business Manager to ensure 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 as required for any improvement of capabilities.

Storage of Footage

CCTV footage is retained for three months. If no request has been made to view or access footage during this period, the footage will be deleted.

Access and disclosure of images to third parties

1. Access to recorded images is strictly limited to authorised personnel as determined by the Principal and Business Manager.
2. All access to the medium on which images are recorded must be documented on a Record of Viewing of CCTV Recording Form; example attached at Appendix A. Completed Records of Viewing will be retained by the Business Manager.
3. Disclosure of recorded images to third parties will be limited to the following:
 - Law enforcement agencies where images will assist in a specific enquiry
 - Authorised legal representatives.
4. Recorded images will not be made more widely available.
5. If it is believed that images should be made more widely available, this decision will be made by the Principal in consultation with Catholic Education South Australia and any authorised legal representatives, and the reason for the decision will be clearly documented.
6. No recordings will be made available to any parent of the Gleeson College community that involves children other than their own, unless summoned/subpoenaed.

Breaches



Any breach of the CCTV policy by Gleeson College staff will initially be investigated by the Principal in order that appropriate disciplinary action may be taken.

Complaints

Any complaints about Gleeson College’s CCTV system should be addressed to the Principal.

4. EVALUATION

The Leadership Team is responsible for the evaluation of this policy, which will take place every three years. They may wish to seek opinions from other staff, parents and students as to the effectiveness of the policy.

Signed		Principal or delegate	
Signed		Chairperson of Board or delegate	Dated: <u>27 March 2019</u>

