



St Joseph's Primary School Kangaroo Point

CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Approved: May 2018

Purpose

Closed Circuit Television (CCTV) is a proven crime prevention tool that will greatly improve risk management controls and personal safety of students, staff and visitors.

Rationale

CCTV at St Joseph's Kangaroo Point is only for detecting and deterring vandalism, unauthorised entry into school buildings, theft and other unwanted activities.

Policy Statement

St Joseph's is committed to effective protection of the school, its students and community members.

Guidelines

- The CCTV system is installed to protect the school buildings and their assets
- To assist police in identifying, apprehending and potentially prosecuting offenders
- The CCTV system will not contravene Privacy legislation
- The CCTV system comprises of up to 6 mobile cameras in various outdoor locations
- To discourage potential intruders, appropriate signage will alert these people to the fact that the St Joseph's School is under security camera surveillance
- CCTV cameras will not be installed in change rooms or toilets
- Whilst CCTV is recognised as an effective means of preventing crime, CCTV will not monitor work performance of staff.
- The CCTV system, images and videos will be managed by the Principal, or those approved by the Principal.
- Surveillance images will only be viewed if there is a reasonable belief that an incident has occurred.
- Surveillance footage will be provided to the Queensland Police if requested to assist in investigations.
- A register will be kept of who have accessed the surveillance images
- The school community will be notified of the use of CCTV through the newsletter at the commencement of each year.

- Staff approved to operate security CCTV equipment will undertake training and induction on the physical operation of the system and use of the recorded information, particularly compliance with the various legislative requirements.
- Any complaints about the schools' CCTV system should be addressed in writing to the Principal.
- Cameras will be set up in orientations which will not compromise the privacy of residents residing in the vicinity of the school.
- When video footage is viewed, a written record must be made stating:
 - Reason for viewing video data
 - List of cameras from which video data was viewed
 - Authorised purpose viewing video data
- Surveillance data will NOT be provided to non-authorised persons, including school staff, parents and contractors without the express written approval of the Principal.
- Surveillance information will be destroyed or regularly erased from the surveillance server unless required for a specific investigation.