



Use of Close- Circuit Television System (CCTV) Policy

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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Executive Team			Head of College
2	College Executive	18.12.23	Review	Head of College

*Next review of policy to take place in December 2024 by College Executive

Use of Close Circuit Television System (CCTV) Policy

About this policy

St Mary and St Mina's Coptic Orthodox College believes in the operation of Closed-Circuit Television System (CCTV) to ensure the health, safety and protection of students, families, staff, management and visitors of the college.

1. Statement of purpose

St Mary and St Mina's Coptic Orthodox College has the responsibility to provide a safe and secure working and learning environment for staff, students, visitors and contractors. The use of Close Circuit Television (CCTV) installed at the college (339 Forest Road Bexley and 4 Alexandra Parade Rockdale) aims to address crime prevention strategies to reduce concerns, deal with complaints and support investigations. St Mary and St Mina's Coptic Orthodox College adheres to the Privacy Act 1988 (Privacy Act) and comply with the Australian Privacy Principles.

2. Scope

This policy applies to students, families, staff, management, and visitors of the College.

3. Implementation

St Mary and St Mina's Coptic Orthodox College uses Closed-Circuit Television (CCTV) to monitor the physical environment. It provides protection and security for staff and students in care, assisting in assuring families that their children are in a safe environment and may also assist with misunderstandings, damages to the College, theft and potentially false accusations by providing digital evidence. Child safety is embedded in our organisation, and we believe the use of CCTV assists in our risk management strategies to prevent, identify and mitigate risks to students.

The procedures outlined in this policy are derived from and consistent with the [Workplace Surveillance Act 2005 No 47](#)

Camera Use

Closed-Circuit Television (CCTV) operates at the College and comprises of:

- 22 fixed position cameras at the Bexley Campus
- 30 fixed position cameras at the Rockdale Campus
- 1 monitor at each campus
- 1 Digital Hard Drive Recorder at each campus
- 1 Public Information Sign at each campus

Camera Locations

- The entrance and exit points
- Foyer Areas
- Hallways
- Outdoor areas
- Playground areas

The CCTV recording system operates in real mode, monitoring the site **continuously 24 hours a day**.

Footage and information collected via the recording system will be governed by [Australian Privacy Principles](#) and all relevant staff will be kept up to date with requirements under Australia's privacy law (There are some Commonwealth, State and territory laws that restrict the use of listening, optical, data and tracking surveillance devices).

Viewing of the recordings will only be disclosed to:

1. the NSW Ombudsman to assist with investigations on 'child protection' (e.g., abuse, neglect and ill treatment).
2. to a member or officer of a law enforcement agency e.g., Police for use in assisting with investigations.
3. Executive staff members to investigate situations that may have occurred.
4. The college board to further investigate situations and allegations of staff or student misconduct.
5. The student/s involved in an incident under investigation (*if approved by the College Executive*)

Storage of Footage

CCTV footage is kept in a secure location at the College for a period of up to **30 days**.

Any recorded footage will be destroyed or de-identified when it is no longer needed.

5. Management

The college will comply with current CCTV Australian laws, to ensure:

- all staff, educators and families have been notified in writing about the surveillance devices at the College including:
 - the kind of surveillance to be carried out (camera, computer or tracking)
 - how the surveillance will be carried out
 - when the surveillance will start and if it will be continuous or intermittent and
 - whether the surveillance will be for a specified limited period or ongoing
 - who has access to the footage (police, legal representatives)
 - how and when the footage will be deleted
- clear expectations of staff and educators in the workplace and their responsibility for upholding the College's privacy obligations have been discussed
- all cameras are clearly visible
- signs are placed at the entrance of the College to advise staff, families, and visitors about the surveillance
- there is no external access to the footage (e.g. families or staff members cannot log in and view footage)
- cameras are not installed in private areas such as bathrooms or shower areas (for employees and students)
- maintenance and upgrades of cameras are conducted as required
- cameras are positioned to ensure the most effective visual coverage
- compliance with the Privacy Act, including handling of any personal information
- CCTV Footage is kept secure and destroyed or de-identified when it is no longer required
- confidentiality is maintained at all times
- the correct time and date are covered
- a request to view a recording is in accordance with Australian law
- new employees, students and volunteers are provided with a copy of the CCTV policy as part of their induction
- families are provided with a copy of this policy/ or access to this policy during enrolment or orientation to the College

6. Source

Australian Government, Office of the Australian Information Commissioner. (2019). Australian Privacy Principles:

<https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/>

Education and Care Colleges National Regulations. (2011).

Fleming, J. (2016). Childcare centre safety. *Belonging Early Years Journal* (5)1, 86-88.

NSW Government, Office of the Student's Guardian *Child Safe Standards* (2020).

Privacy Act 1988

Revised National Quality Standard. (2018).

Workplace Surveillance Act 2005