



**Northcote College**  
**Closed-Circuit Television (CCTV) Policy**

*Note: This policy has been developed in advance of a CCTV trial. The policy will be reviewed within three months of the start of the trial and in September 2024. Thereafter it will be reviewed every three years.*

### **1. Scope**

This policy applies to CCTV cameras installed and operated by Northcote College inside and outside school buildings.

The policy applies to all staff, students and visitors to Northcote College and to all Northcote College property.

This policy does **not** apply to:

- a) the use of video recording of lessons and other teaching and learning activities.
- b) videoconferencing
- c) video recording of meetings and school events
- d) live web streaming cameras or time lapse cameras installed to capture building or other projects
- e) the CCTV of construction companies on designated construction sites at Northcote College not accessible to school students and staff

### **2. Purpose**

The purpose of this CCTV Policy is to provide guidelines for the use of CCTV cameras at Northcote College. The policy aims to enhance the safety and security of students, staff, visitors and property while respecting the privacy and rights of individuals within the school community.

Objectives:

- a) To enhance the security of the school premises.
- b) To protect the safety and well-being of students, staff, and visitors.
- d) To prevent, detect and/or assist in the investigation of complaints or incidents or suspected breaches of Northcote College policies and/or School Expectations and Codes of Conduct.
- e) To reduce vandalism and the cost of repairs
- f) To ensure compliance with relevant privacy laws and regulations.

### **3. Installation, Camera Placement and Coverage**

- a) All requests for installation of CCTV will be approved by the Principal and will be installed by qualified security technicians to meet the requirements of this policy.

- b) CCTV cameras will be strategically positioned to cover entrances, exits, hallways, common areas, and other locations deemed necessary for security purposes.
- c) Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as toilets, changing rooms and private dwellings.
- d) Prioritisation will be given to areas with a history of security incidents or safety concerns.
- e) CCTV cameras may operate 24 hours per day 7 days per week.

#### **4. Temporary/Covert Camera Installations**

- a) Where necessary in connection with a criminal investigation the Principal may authorise temporary and/or covert camera installations.
- b) The use of covert cameras to generally monitor staff performance is **not** permitted.
- c) Temporary/covert cameras are to be removed immediately upon conclusion of any investigation.

#### **4. Access to CCTV Footage**

- a) Monitoring of and access to CCTV footage will be restricted to authorised personnel, including the Principal, Senior Leadership, Executive Manager and IT personnel.
- b) Access to others will be provided only for purposes related to security, safety, or incident investigation and will be approved in advance by the Principal.
- c) Where an individual who has been recorded by the Northcote College CCTV system seeks access to CCTV footage of themselves, they are required to make that request in writing to the Principal or School Privacy Officer.
- d) Access to CCTV footage may be given to Police for the prevention and detection of crime or identification of a child at risk.
- e) Requests for access to CCTV footage made by the public or other interested parties will be denied unless there is formal support for the access from the Police.
- f) Should footage be required as evidence, a copy may be released to the Police.
- g) The school will maintain a record of all personnel who access or view CCTV footage, including the date, time, and reason for access.

#### **5. Data Storage and Retention**

- a) CCTV footage will be stored securely and protected from unauthorised access.
- b) CCTV footage will not be publicly disclosed, without the consent of the individual, without consulting the police.
- c) CCTV recordings will be kept for approximately 30 days.
- d) Footage may be preserved for a longer period for investigative purposes or if required by the Police. Such footage will be securely stored until needed and removed as soon as the purpose for which it was kept is over. Any storage of footage for longer than the standard (approximately 60 days) must be approved in advance by the Principal.
- e) Requests for stored CCTV footage made by the public or other interested parties will be denied unless there is formal support for the access from the Police.

#### **6. Privacy and Data Protection**

- a) The school will comply with all relevant privacy laws and regulations concerning the collection, use, storage, and disclosure of personal information captured by CCTV cameras.
- b) Signs will be placed at appropriate locations on school premises and at school entrances to notify people that cameras are operating. The signage should say: CCTV cameras in operation in the area (or similar).

- c) The school will address any concerns or requests related to CCTV footage in accordance with applicable privacy legislation.
- d) Individuals have the right to access images of themselves captured by Northcote College CCTV.

### **7. Monitoring and Review**

- a) The school will conduct periodic reviews of the CCTV system's effectiveness and compliance with this policy and relevant laws.
- b) Any changes to the CCTV system or its operation will be made with the objective of enhancing security and safety while respecting privacy rights.
- c) Breaches of the CCTV policy will be investigated by the Principal and reported to the Board of Trustees.

### **8. Complaints**

- a) The school will investigate and address complaints promptly and in accordance with its complaints policy.

### **9. Training and Awareness**

- a) Staff responsible for operating the CCTV system or accessing footage will receive appropriate training on privacy, data protection, and the proper use of CCTV equipment.
- b) The school will provide awareness campaigns to inform students, staff, and visitors about the CCTV system and its purpose.

### **10. Policy Dissemination**

- a) This CCTV Policy will be made available to all students, staff, and parents/guardians through the school's official website and/or other means of communication.
- b) A hard copy of the CCTV Policy will be available at main reception.

### **11. Policy Review**

This CCTV Policy will be reviewed every three years to ensure its effectiveness and compliance with any changes in the law or school requirements.

Adopted by the BOT: 11 September 2023