

# CCTV Policy

2021-2022

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## Rationale

The purpose of the CCTV system at Hampton Park Secondary College is to provide staff, students, and visitors with a safe environment in which they can work and learn. The provision and use of Closed-Circuit Television (CCTV) supports the maintenance of this secure environment by ensuring an appropriate level of surveillance of the grounds and facilities. It also provides enhanced capability to protect Hampton Park Secondary 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 grounds.

## Purpose

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Hampton Park Secondary College. This policy outlines the way the CCTV system will operate to provide security, whilst ensuring that the privacy of individuals is protected in accordance with the Hampton Park Secondary College Privacy Policy and applicable legislation.

## Broad Guidelines

### School Approach and Use

Closed-Circuit Television operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and secondary devices. Access to the images shown on these

monitors is available to authorised persons from Hampton Park Secondary College staff, who use the material for one of the following security purposes:

1. to prevent, deter, and detect contravention of the code of conduct
2. the provision of visual coverage for the management of emergencies

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

The Principal Class Team, Student Learning Leaders and the Information Technology staff are authorised to view any footage. These people have the discretion to call in another member of staff to view footage for the purpose of identification of persons captured in the images.

Any private use of this system or material produced or use inconsistent with the purpose and procedures outlined within this policy will be considered misconduct, and disciplinary action may be taken.

Appropriate signage must be in place to notify all persons entering Hampton Park Secondary College that CCTV cameras are in use, and accordingly, that they may be filmed during their visit. The wording of this signage is to be as follows: WARNING 24 Hour Surveillance Monitoring These Premises and/or words to this effect.

In general, installation of CCTV cameras at

Hampton Park Secondary College will be limited to places such as the entrances to the school, corridors, locker areas, sporting grounds, recreational areas and areas prone to vandalism. 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 or to monitor student or staff performance. Hidden or covert cameras are also prohibited. The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, however, it is not possible to guarantee that the system will cover or detect all incidents or actions within the areas of coverage.

### **Management Responsibility**

The Hampton Park Secondary College Facilities Manager has the responsibility for the ongoing management of the CCTV system. The Facilities Manager is charged with:

1. controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Hampton Park Secondary 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 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 College Council for any further improvement of its capabilities.

### **Operating Staff Rules**

All persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material. Principal Class members, Student Learning Leaders and IT staff are authorized by this policy to access footage via a request.

All staff will be briefed on the requirements of this Policy, along with details of Hampton Park Secondary College Privacy Policy and advised that disciplinary procedures will apply in the event of any inappropriate actions.

### **Availability of Footage**

Any footage will only be made available to members of the Principal Team and Student Learning Leaders and may be made available to Police upon request.

### **Storage of Footage**

Electronic media is kept until the recording device has reached capacity. If no request has been made to view or access footage during this time, the electronic media will be written over.

### **Access to and Disclosure of Image 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.

Restrictions are:

- 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
- all access to the medium on which the images are recorded should be documented
- disclosure of the recorded images to third parties will 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; and
  - relevant legal representatives upon provision of a Court Order
  - recorded images will not be made available to the public or parents/ carers

All other documents may be requested through the Freedom of Information process, which determines whether the document or parts of the document may be released or redacted using the relevant exemptions under the Freedom of Information Act 1982 (Vic).

An FOI request can be made by contacting the Manager of Freedom of Information and Privacy at:

Department of Education and Training  
GPO Box 4367 MELBOURNE VIC 3001  
Telephone: 9637 2670 or 9637 3134  
Fax: 9637 2730  
Email: [foi@edumail.vic.gov.au](mailto:foi@edumail.vic.gov.au)

Details about the FOI process can be found here: <http://www.education.vic.gov.au/school/principals/spag/governance/Pages/foi.asp>

## Further Information and Resources

Related documents

- Education and Training Reform Act 2006 (Vic)
- Freedom of Information Act 1982 (Vic)
- Information Privacy Act 2000 (Vic)

## Review Cycle

This policy was last updated in October 2020 and is scheduled for review in October 2022 (2 years)

Hampton Park

SECONDARY  
COLLEGE

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