



## Closed Circuit Television (CCTV) POLICY

### Purpose

This Policy regulates the management, operation and use of the Closed Circuit Television (CCTV) system at Moonee Ponds primary School.

### Scope

This policy applies to the installation of CCTV cameras on school grounds and the use and disclosure of any footage produced by those cameras.

This policy is consistent with:

- our school's privacy policy
- the Department of Education's 'Security Risk Management' policy
- Victorian privacy law.

### Policy

Schools have an obligation to ensure the school environment is safe and secure, and fulfil duty of care to students, staff and visitors. The CCTV system exists to assist our school to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds.

CCTV strengthens our school's security by providing an appropriate level of surveillance of the school grounds and assists our school to take all reasonable steps to prevent reasonably foreseeable harm on/ of school premises (duty of care). CCTV provides enhanced capability to protect our school's assets against vandalism and theft. The presence of CCTV cameras deters misconduct and inappropriate behaviour.

This policy describes how our CCTV system does this, consistent with Victorian privacy law.

### Use of CCTV footage

Consistent with our school's obligations set out above, Moonee Ponds Primary School may use CCTV cameras to:

- prevent and verify incidents involving
  - criminal behaviour – of anyone on school grounds (including damage to school buildings and property)
  - other inappropriate behaviour.

When our school uses CCTV footage to verify an incident in any of the ways set out above, that footage then constitutes a 'record' under the Retention and Disposal Authority (RDA)

published by the Public Records Office Victoria. This means that our school must retain the footage of that incident for a minimum number of years.

CCTV cameras are NOT:

- operating during the hours of 8.45am – 3.35pm on school days (except one at the entrance doorway to the school on and facing Wilson Street).
- hidden or covert
- located inside the school (including private areas such as toilets, changing rooms or staff rooms)
- used to monitor the quality of teaching.

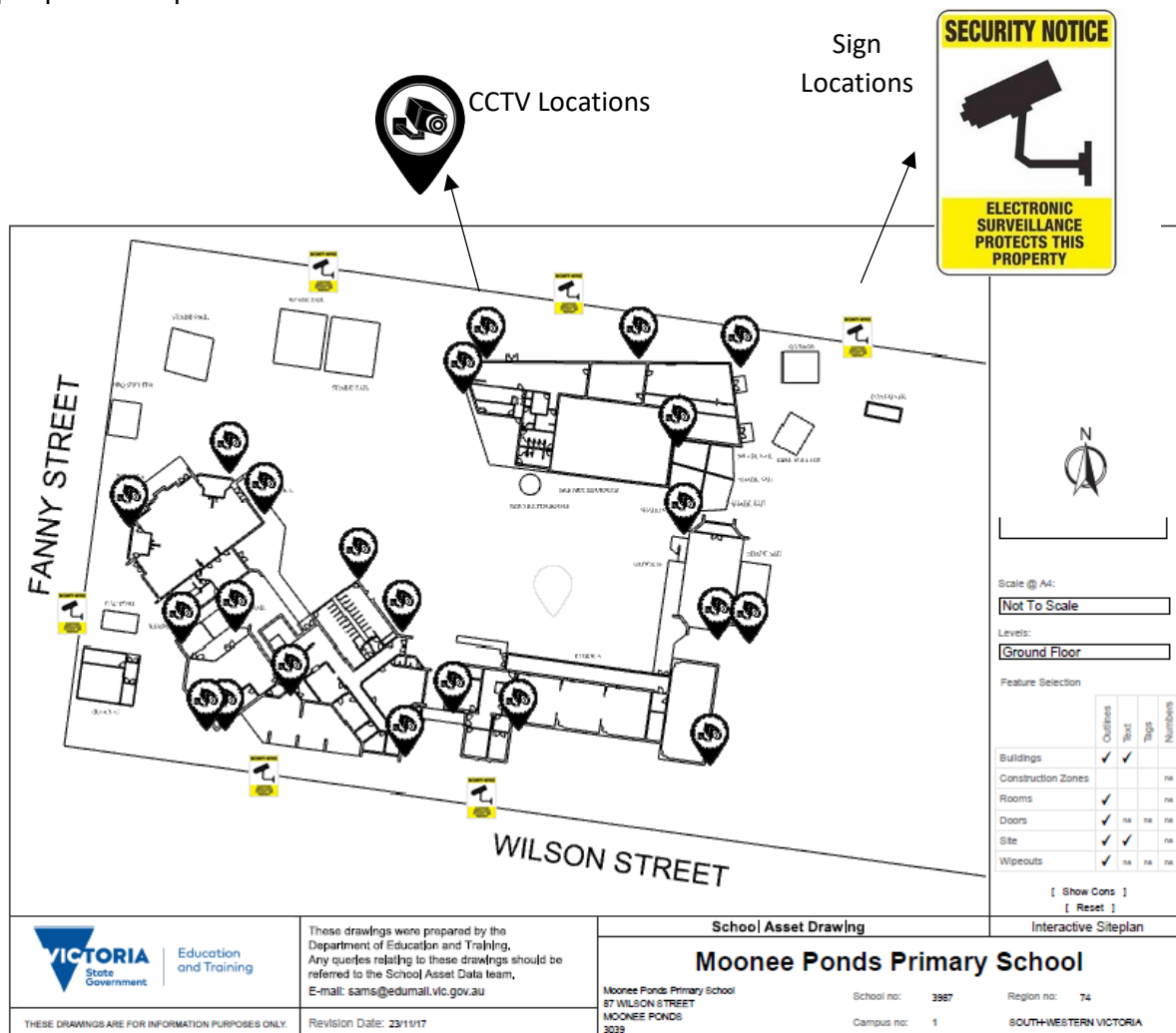
### Location of CCTV cameras in our school

See Map below.

In our school, CCTV cameras are located on buildings to monitor:

- school entrances and exits
- playgrounds and open areas.

A notice is located near each entrance/ exit to the school and around the grounds which alerts people to the presence of the cameras.



These drawings were prepared by the Department of Education and Training. Any queries relating to these drawings should be referred to the School Asset Data team, E-mail: sams@edumail.vic.gov.au

#### School Asset Drawing

### Moonee Ponds Primary School

Moonee Ponds Primary School  
87 WILSON STREET  
MOONEE PONDS  
3039

School no: 3987  
Campus no: 1

Region no: 74  
SOUTH-WESTERN VICTORIA

THESE DRAWINGS ARE FOR INFORMATION PURPOSES ONLY.

Revision Date: 23/11/17

[ Show Cons ]  
[ Reset ]

## **Access to CCTV footage**

CCTV footage is only accessed for the purposes set out above at 'How will we use CCTV footage' and only by the following people:

1. the Principal or Acting Principal, (any other authorised people e.g. members of the school's IT department, security personnel will always be accompanied by the Principal)
2. central and regional Department of Education staff, when required to assist the school for an above purpose
3. any other people permitted by law.

## **Showing footage**

Any requests for a copy of CCTV footage must be made to the Department's Freedom of Information Unit, as set out below.

## **Managing and securing the CCTV system**

The principal or their nominee is responsible for managing and securing the CCTV system including:

1. operation of the CCTV system and ensuring it complies with this policy
2. considering the appropriate location and use of cameras and method for storing CCTV footage
3. maintaining and upgrading cameras when required.

## **Ownership of CCTV footage**

The Department of Education owns our school's CCTV systems and CCTV footage.

## **Disclosure of CCTV footage**

Our school may only disclose CCTV footage externally (external to the Department of Education, including our school) as described in this policy or otherwise when permitted by law.

## **Storage of Footage**

CCTV footage is kept for no more than 31 days. If our school has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted.

## **Access to information held about you**

To access information our school holds about you (on behalf of the Department), including any CCTV footage, please contact:

Freedom of Information Unit  
Department of Education and Training  
GPO Box 4367  
MELBOURNE VIC 3001  
Email: [foi@edumail.vic.gov.au](mailto:foi@edumail.vic.gov.au)

**Further Information and Resources:**

- School Policy and Advisory Guide: [Security Risk Management](#)
- Schools' Privacy Policy [www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx)

**Evaluation:** This Policy will be reviewed every four years or when changes are made to DET guidelines, by School Council.

**Key Person responsible for development of the MPPS CCTV Policy:** Principal

This policy was last ratified by School Council in....	<b>July 2018</b>	
--	------------------	--