

CCTV Privacy Notice

Purpose

This Privacy Notice outlines how the CCTV system will be used, including the use and disclosure of any footage produced by the CCTV system.

St Margaret's Berwick Grammar ("the School") operates its Closed-Circuit Television (**CCTV**) system to enhance the safety and security of all persons, students, staff, visitors (**Attendees**). Use of CCTV is designed to be reactive rather than proactive, meaning it is to be used in response to specific incidents, not to proactively monitor Attendees.

Need for CCTV

The objectives of using CCTV at the School are to:

- Promote a safe and secure environment for students, staff, and visitors.
- Deter and detect acts of vandalism, theft, violence, or other criminal or improper behaviour.
- Support the School's duty of care and supervision obligations.
- Provide evidence to support internal investigations or law enforcement when required.

Camera Locations

CCTV cameras are installed in public and common areas where there is no reasonable expectation of privacy, including but not limited to:

- Main entrances and exits.
- Reception areas.
- Corridors, stairwells, and foyers.
- Playgrounds and sports fields.
- Car parks and drop-off zones.
- Other outdoor or perimeter areas.

Prohibited use of CCTV

Cameras are not installed in private areas such as toilets, change rooms, staffrooms, or offices, in line with privacy laws and respect for personal dignity. ELC toilets in the teaching rooms – glass)

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 Australian privacy law. The CCTV systems do not record sound.

Notification

Signage notifying individuals of CCTV surveillance is prominently displayed at entrances and other key locations.

The School informs the school community about the use of CCTV through Enrolment packs, newsletters, staff inductions, website.

Operation of the System

- The CCTV system is operated and managed by the School's ICT Services.
- Only authorised personnel, are permitted to access live feeds or recorded footage.
- The system operates 24 hours a day, 7 days a week

- Cameras are monitored and only reviewed retrospectively if an incident occurs

Access to CCTV footage

CCTV footage is only accessed for the purposes set out in this Privacy Notice and only by the following people:

- the Principal or nominee, including people explicitly authorised by the Principal any other people permitted by law
- Footage is accessible only to authorised staff for legitimate purposes related to safety, security, or investigations.
- Requests for access by parents, guardians, or other third parties must be made in writing to the Principal and will be considered on a case-by-case basis, subject to privacy and legal obligations.
- Footage may be provided to law enforcement or regulatory bodies if required by law or requested for official investigations.
- A record of all access and disclosures is maintained by the School.

Request to view CCTV footage

Requests to access CCTV are to be submitted the School's ICT Services, a request to access to CCTV footage is to include the following information:

- date of the incident
- time of the incident
- location of the incident
- reason why the viewing has been requested; and
- the names of those involved (if applicable)

The request will then be assessed by Principal. If appropriate, the Principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents. This will be provided:

1. the Principal considers it appropriate and necessary to support parents/guardians to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or the staff member to better understand an incident
2. it would not cause a health, wellbeing or a safety risk to any other persons and
3. it would not be an unreasonable intrusion into another person

Please note, copies of the CCTV footage will **not** be provided unless required by law.

Storage and Retention

- CCTV footage is stored securely.
- Recordings are retained for a period of 30 days unless required for an ongoing investigation or legal proceeding or required by law. In the case of an internal investigation or legal proceeding, the footage may be stored for periods of up to 12 months after the completion of the investigation or legal proceeding, or as required by law.
- Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, the school will manage and securely retain the footage in accordance with the retention requirements and privacy legislation
- After the retention period, footage is securely deleted or overwritten.



The School Privacy Policy contains further information. If you wish to obtain a copy of our Privacy Policy please contact the School, or alternatively visit our webpage

www.stmargarets.vic.edu.au

Sources

The School operates its CCTV system in accordance with:

- Privacy Act 1988 (Cth)
- Workplace Surveillance Act 2005
- Australian Privacy Principles

Enquiries

Any questions or concerns about this policy or the School's use of CCTV should be directed to:

The Principal, on principal@smabg.vic.edu.au