



CCTV Policy

Purpose

This Privacy Notice outlines the management, operation and use of the closed circuit television (CCTV) system at Waubra Primary School.

Scope

This Policy applies to the installation of CCTV cameras on school grounds and includes the use and disclosure of any footage produced by the CCTV system so as to be consistent with Victorian privacy law.

This policy is consistent with:

- Victorian government [School's Privacy Policy](#)
- The department'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 responsibilities and to prevent and manage other inappropriate behaviour on school grounds. CCTV also provides enhanced capability to protect our school's assets against vandalism and theft. CCTV strengthens our school's security by providing an appropriate level of surveillance on the school grounds and assists our school to take all reasonable steps to prevent reasonably foreseeable harm on school premises (duty of care). The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when on school grounds.

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

Use of CCTV

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

- prevent, support and verify incidents involving
 - criminal behaviour – of anyone on school grounds
 - staff misconduct
 - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may use CCTV footage of incidents to help inform decisions about student management
- verify and investigate other incidents involving students, staff and visitors (for example incidents in which a person has sustained injury, loss or damage on school premises)
- to provide the principal with visual coverage during emergencies.

In limited circumstances live CCTV footage may also be viewed by our school or Department staff. For more information please refer to the Department's policy: [CCTV in Schools – Installation and Management \(CCTV Policy\)](#).

CCTV cameras are NOT

- located in private areas such as toilets, changing rooms or staff rooms
- used to monitor student or staff work performance
- hidden or covert

Location of CCTV cameras in our school

In our school, CCTV cameras are located in:

- school entrances
- entry way corridors
- ovals
- playgrounds
- undercover area
- school perimeter

A notice is located at the school's entrances, which alerts people to the presence of cameras and this CCTV Privacy Notice.

Access to CCTV footage

CCTV footage is only accessed for the purposes set out in this policy (see 'Use of CCTV footage') and only permitted by the following people:

1. the Principal or nominee, including people explicitly authorised by the Principal
2. central and regional Department staff, when required to assist the school for an above purpose
3. any other people permitted by law.

Showing footage to staff, students and/or their parents due to an incident

When using CCTV for the purposes listed under the heading 'Use of CCTV' the principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents, provided:

- the principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident
- it would not cause a health, wellbeing or safety risk to any other person
- it would not be an unreasonable intrusion into another person's privacy.

Please note, our school cannot provide copies of CCTV footage to staff, students or parents or any other parties. 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 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 and Training (the Department) own our school's CCTV systems and CCTV footage.

Disclosure of CCTV footage

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

Storage of footage

CCTV footage is stored locally on the school's server and is kept for no longer than 60 days.

CCTV footage is kept for no more than 60 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.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our school will manage and securely retain the footage in accordance with the retention requirements set out in the Department's [Records Management Policy](#).

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

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Security Risk Management](#)
- School Policy and Advisory Guide: [Photography and Filming Students](#)
- [School's Privacy Policy](#)

What if you have questions?

For more information of how our school may use the CCTV system and who may access the footage, please see the Department's [CCTV Policy](#).

If you have any questions or concerns regarding the use of the CCTV system in our school, please contact the school to discuss: Kane Tolliday 03 5343 5358 or email: waubra.ps@education.vic.gov.au

REVIEW PERIOD

This policy was approved by the School Council on 11th November 2023 and is scheduled for review on the 11th November 2026