

	CCTV Policy and Procedure	Approval Date: 14/10/2022
		Review Date: 10/2025
		Version Number: 1.2
Authorised by:	Chief Executive Officer	Version Date: 16/11/2023
Responsible Person:	Facilities Coordinator	
Staff Involved:	Prace Senior Management Team, Assistant Principals, Facilities Coordinator and Administrative Assistant, Student Services Manager, IT Contractors, Privacy Officer	

Purpose This Policy explains the management, operation, and use of the closed-circuit television (CCTV) system at Prace managed sites.

Scope This policy applies to the installation of CCTV cameras and the use and disclosure of any footage produced by those cameras at Prace managed sites.

Definitions **Prace:** means the incorporated association (A0032713Z) which includes the Registered Training Organisation (4036) & Prace College (2110).

Prace managed site means Merrilands Community Centre, Reservoir, and the Prace Mernda Campus.

Parent/guardian/carer /informal carer (parent): In relation to a child means any person who has parental responsibility for 'major long-term issues' as defined in the *Family Law Act 1975* (Cth) or has been granted 'guardianship' for the child pursuant to the *Children, Youth and Families Act 2005* (Vic) or other state welfare legislation.

An Informal Carer is a person who has responsibility for the day-to-day care of the student and with whom the student is residing. Where a student is not living with a parent/guardian but is living in an informal care arrangement with a relative or other person. The school may accept enrolment and other permission forms signed by the informal carer if the carer provides a signed Informal Carer's Statutory Declaration to the school. This is a written declaration by the carer that sets out the care arrangements for the child — refer to: Informal Carer Statutory Declaration template. Generally, an informal carer who has provided the school with a completed Informal Carer Statutory Declaration may make school-based decisions for the child and may access school information ordinarily provided to a Carer.

The **Senior Management Team** is made up of the Prace Executive Officer, Education & Business Operations Manager, Principal of Prace College and any other staff member as appointed to the team by the Executive Officer.

Policy Prace has obligation to ensure the environment in which we operate are safe and secure, and fulfil duty of care to students, staff and visitors.

The CCTV system exists at Prace managed sites to assist us to fulfil these obligations and to prevent and manage other inappropriate behaviour at Prace managed sites.

In addition, CCTV provides enhanced capability to protect Prace's assets against vandalism and theft. CCTV strengthens Prace's security by providing an appropriate level of surveillance at Prace managed sites and assists us to take all reasonable steps to prevent reasonably foreseeable harm on Prace managed sites (duty of care).

The presence of CCTV cameras aims to deter misconduct and inappropriate behaviour and reassure students, staff and visitors that they are protected when at Prace managed sites.

Prace CCTV systems achieve this, while remaining consistent with Victorian privacy law.

Notification of CCTV in use

Prace will ensure there is signage that notifies staff, students, visitors, contractors and/or the general community that CCTV is in operation.

Signage will be:

- situated at all site entry and exit points (at a minimum)
- easy to understand, including people from non-English speaking backgrounds – signs should include a mix of text and symbols
- clearly visible, distinctive and located in areas with good lighting, placed in normal eye range and large enough so that any text can be read easily
- checked regularly for damage/theft/vandalism.

In addition to signage, Prace will include information about CCTV in its privacy notice on the Prace website.

Use of CCTV

Consistent with Prace's obligations set out above, the organisation may use CCTV cameras to:

- prevent and verify incidents involving
 - criminal behaviour – of anyone on the grounds of Prace managed sites
 - staff misconduct
 - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means Prace may use CCTV footage of incidents to help inform decisions about student management
- verify other incidents – involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage at Prace managed sites)
- to provide the emergency response staff with visual and audio coverage during emergencies

CCTV cameras are NOT:

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

Location of CCTV cameras

At Prace managed sites CCTV cameras are located in/at:

- building entrances
- corridors
- carpark areas
- indoor and outdoor communal areas

Access to CCTV footage

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

1. Prace Senior Management Team
2. Assistant Principals
3. Facilities Coordinator and Administrative Assistant
4. Student Services Manager
5. Prace College Administration Manager
6. IT Contractors
7. Nominee of Prace Senior Management Team
8. any other people permitted by law.

Showing footage to staff, students and/or their parents involved in incidents

When using CCTV for the purposes listed in this policy under the heading 'Use of CCTV' and only when appropriate specific footage of an incident may be shown to those directly involved, including relevant staff, students and/or their parents.

This means that any person at Prace managed sites may be captured on CCTV footage of an incident that may subsequently be shown to staff, students and/or their parents.

Prace cannot give copies of CCTV footage to staff, students, parents, or any other parties. Any requests for a copy of CCTV footage must be made to Privacy Officer, as set out below.

Prace Privacy Officer
03 9462 6077
privacy@prace.vic.edu.au

Managing and securing the CCTV system

The Facilities Coordinator 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

Prace owns the CCTV systems and CCTV footage.

Disclosure of CCTV footage

Prace may only disclose CCTV footage externally as described in this policy or otherwise when permitted by law.

Storage of footage

CCTV footage is kept for a minimum of 31 days. If Prace has not used the 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 at day 60.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, Prace will manage and securely retain the footage in accordance with the Prace Records Management Policy and Procedure

New Installations of CCTV Systems

Staff, student and/or parent consent is not required for Prace to install CCTV systems.

However, Prace is required to inform stakeholders of the intention to install a CCTV through appropriate channels such as:

- a statement on the Prace website
- posted material within the grounds of the Prace managed sites
- email notification

Glossary

CCVT – closed-circuit

Relevant Legislation / Standards

Charter of Human Rights & Responsibilities Act 2006 (Vic)
Child Wellbeing and Safety Act 2005 (Vic)
Privacy Act 1988 (Cth)
Privacy and Data Protection Act 2014 (Vic)
Privacy Regulation 2013 (Cth)
Surveillance Devices Act 1999 (Vic)

Australian Privacy Principles (Cth)
Child Safety Standards (Vic)
Ministerial Order 1359 - Implementing the Child Safe Standards
Victorian Information Privacy Principles

Related Policies and Procedures

Child Safety and Wellbeing Policy
Photographing, Filming and Recording Students Policy
Privacy Policy and Procedure
Records Management Policy and Procedure
Staff Disciplinary Policy and Procedure
Student Behaviour Management (Prace College) Policy and Procedure

Related Documents

Records Retention Schedule

Consultation

Facilities Coordinator, Compliance Manager, Privacy Officer
