Closed Circuit TV Policy

Date Implemented: 22nd March 2016

Author: Gail Hardman

Approved By: College Council / Policies sub-committee

Approval Authority (Signature & Date): Gail Hardman 22.3.16

Date Reviewed: 

Responsible for Review: Assistant Principal

Review Date: February 2019

References:

RATIONAL
- Closed circuit television (CCTV) is a very effective crime prevention strategy that is a proven crime prevention tool. The use of CCTV also raises a number of legal, privacy and workplace relations issues which must be properly managed.

AIMS
- To install CCTV as an effective crime prevention strategy to cover areas of proven risk, whilst at the same time complying with our obligations and responsibilities to staff, students, Department of Education and Training and the school community.

IMPLEMENTATION
- Seymour College council will record areas of serious vandalism, criminal damage and criminal offences; and will consider installing CCTV in areas that warrant the expense, and where other crime prevention strategies have had insufficient impact.
- Prior to doing so, Seymour College Council will seek approval from the Emergency and Security Management Unit, and ensure that the installation of CCTV meets departmental requirements and does not contravene privacy legislation or similar.
- Seymour College Council will nominate the principal as the person authorised to view any recordings, who will establish a process for managing recorded information that ensures the confidentiality and security of any recordings, and their release to police or other parties to support investigations.
- The College will provide appropriate warning signs indicating to the community that areas are monitored by CCTV surveillance equipment.
- The College community will be well consulted and informed about the use of CCTV by the College council, which will establish a clear and justifiable plan for the location of CCTV cameras and signage.
- Whilst CCTV is recognised as an effective means of preventing crime, CCTV will not be considered to monitor work performance of staff, will not record sensitive areas such as toilet cubicles, showers, change rooms or staffrooms, will not include audio recordings, and will not be concealed or covert in any location.
EXPECTATIONS

- This policy will be reviewed as part of the College's review cycle, and the use of CCTV as an effective strategy will be reviewed regularly to determine its appropriateness and its effectiveness.

1. This policy will be made available on the College's website.

2. This policy was ratified by College Council on **22/03/2016**