CCTV Privacy Notice

Help for non-English speakers *If you need help to understand the information in this statement, please contact the Damascus office on 5337 2222.*

Damascus College has a closed-circuit television (CCTV) system at our school.

This Privacy Notice outlines how the CCTV system will be used. All use and disclosure of any footage produced by the CCTV system will be consistent with Victorian privacy law.

The Need for CCTV

The College has an obligation to ensure the school environment is safe and secure and to fulfil our duty of care to students, staff and visitors.

The CCTV system assists our school to fulfil these obligations 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.

Use of CCTV

Consistent with the College's obligations set out above, CCTV cameras will be used to:

- Prevent, support and verify incidents involving:
    - criminal behaviour – of anyone on school grounds, and
    - 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; and
- Verify and investigate other incidents involving students, staff and visitors (for example incidents in which a person has sustained injury or loss or damage to property on school premises)

In limited circumstances live CCTV footage may also be viewed by authorised personnel of the College.

CCTV cameras are NOT

- Located in private areas such as toilets, changing rooms, dressing rooms, showers, or other areas where individual privacy is paramount;
- Used to monitor student or staff work performance; and
- Hidden or covert.

Location of CCTV cameras in our school

In our school, CCTV cameras are located in:

- College entrances and exits,
- Corridors and common areas,
- Car parks and outdoor areas,
- Perimeter fencing and grounds.

Notices are located at the entrances to College buildings, which alert 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 Privacy Notice and only by the following people:

- The Principal;
- The Assistant Principals;
- Heads of School and the head of St Brendan's Campus;
- Leader of Finance and Operations (for after hours notifications);
- The IT Manager or delegate (technical access only); and
- Any other people permitted or required by law.

Request to view footage

No copies of CCTV footage will be provided to staff, students, parents or to any person or body external to the College unless required by law.

Storage of footage

CCTV footage is stored in a secure cloud environment and is kept for no more than 30 days. Unless the footage is required to support an investigation or is required by law the footage will be deleted.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, the College will securely manage and retain the footage in accordance all legal requirements.

If you have any questions

If you have any questions or concerns regarding the use of the CCTV system at the College, please contact the College to discuss.