



# CLOSED CIRCUIT TELEVISION (CCTV)

**Scope:** This policy applies to Catholic kindergartens, schools and colleges conducted by Catholic Education - Diocese of Rockhampton and the Catholic Education Offices of Catholic Education – Diocese of Rockhampton.

## 1. POLICY STATEMENT

Catholic Education - Diocese of Rockhampton (CEDR) facilities can face a variety of security related threats. A Closed Circuit Television (CCTV) system can be an effective tool to help CEDR meet its obligations to provide a safe and secure environment for students, staff, contractors and visitors.

The deployment of an ethical approach to the use of CCTV camera surveillance that respects human dignity, protects privacy, and ensures the protection of individuals and the security of its assets, will contribute to CEDR meeting its duties and obligations.

## 2. DESCRIPTION

CCTV systems are one component of CEDR's security controls to protect students, staff, contractors and visitors.

CEDR uses CCTV systems to monitor and review:

- facilities to protect and enhance the safety of students, employees, contractors, volunteers, visitors and property
- presence and behaviour of persons on premises to aid security
- surveillance of specific risk areas
- coverage of buildings and grounds outside of operating hours.

CEDR has obligations under the *Work Health and Safety Act 2011 (QLD)* "to ensure the health and safety of workers, so far as is reasonably practicable. Workers include volunteers, contractors and contractors' workers", as well as "a duty to any other people who may be put at risk from work carried out by" CEDR. The installation, operation, management and retrieval of footage from a CCTV system will comply with the following legislation:

- *Privacy Act 1988 (C'th)*; and
- *Security Providers Act 1993 (QLD)*.

CEDR's CCTV Policy and CEDR *Closed Circuit Television (CCTV) Procedures* informs decision making on fixed and non-fixed CCTV camera systems, including:

- implementation
- installation

- data management
- administration and access
- operation
- maintenance.

CEDR will install, operate and maintain its CCTV systems:

- in an ethical manner
- in compliance with all applicable legislation
- only for the purposes for which they are established
- with due regard to the privacy of CEDR employees and the communities that they serve, contractors and volunteers.

### 3. IMPLEMENTATION

CEDR is committed to ensuring the use of CCTV systems are for legitimate and lawful purposes, and will be implemented through strict practices associated with the operation and management of information collected through its use, including:

- identifying a need for CCTV
- identifying a purpose for when CCTV can be used
- consultation with relevant stakeholders
- application and procurement of suitable equipment
- compliant installation, positioning and signage
- compliant operation of the CCTV system
- lawful disclosure and protection of data/footage
- ongoing maintenance and compliance.

The application of the CEDR CCTV Policy is outlined in the CEDR *Closed Circuit Television (CCTV) Procedures* and provides the basis for:

- a standardised approach to using CCTV systems across CEDR facilities
- providing confidence that planning, installation and use of these systems will be compliant with current legislation, regulations, codes and any relevant Australian Standards
- enhancing stakeholder trust and engagement
- effective allocation and use of resources
- the strengthening of security and safety of CEDR facilities for all users (where the safeguarding of children is paramount)
- enhanced incident management and reduction in loss from incidents
- improvements in the cost of risk (including commercial insurance premiums).

All kindergartens, schools and colleges (including the Catholic Education Offices) will need to understand their obligations as articulated in this Policy and as outlined in the corresponding CEDR *Closed Circuit Television (CCTV) Procedures*.



### **Selection and installation requirements**

Prior approval of the Diocesan Director Catholic Education is required for the installation of any new or expanded CCTV system within a CEDR facility.

A licensed provider of security equipment will be engaged to advise on the selection and installation of the CCTV system.

No audio recording devices are to be installed.

### **Responsibility and control**

The Diocesan Director Catholic Education is designated as having overall responsibility for the formulation and implementation of the policies, purpose and control of the CCTV systems operated at CEDR facilities.

Each Principal or Kindergarten Director is responsible for managing and maintaining the CCTV system installed on their site and liaising with other relevant staff as outlined in the CEDR *Closed Circuit Television (CCTV) Procedures*. Within the Catholic Education Office, this responsibility will be performed by a nominee of the Diocesan Director Catholic Education.

### **Complaints about the operation of a CCTV system**

A complaint regarding the operation or use of any CEDR CCTV system must be made in writing to the Diocesan Director Catholic Education. Complaints will be managed in line with the CEDR *Grievance and Resolution Procedure*.

### **Policy Review**

This Policy is to be reviewed at least annually for the first three years from commencement, and then as per the CEDR policy review process. A review of this policy may include:

- whether the purpose and implementation issues of this Policy remain valid and effective
- any changes to relevant legislation
- improvements and refinements in best-practice for use and management of CCTV systems
- changes to technology and capabilities of CCTV systems and infrastructure
- the extent of CCTV system installation and use within CEDR facilities.

## **4. REFLECTION MATERIAL**

### **CATHOLIC EDUCATION POLICIES AND DOCUMENTS**

- *Closed Circuit Television (CCTV) Procedures* v5 2025
- *CEDR Risk Management Framework* v4 2025
- [Risk Management](#) 2025/08
- [Privacy Policy](#) 2023/04
- [Grievance and Resolution \(Parent and Student\)](#) 2025/03
- [Right Relationships - Parent and Student Grievance and Resolution Procedures](#) v6.1 2023
- *Managing Staff Complaints Procedure* (Code of Conduct) v6 2025
- [Critical Incidents](#) 2025/02
- *Critical Incident Management* v4.1 2025



- *Business Continuity Plan v3 2023*
- *Delegations Framework v3 2024*

#### LEGISLATION

*Catholic Education has additional risk management related obligations under other legislation and guidelines including, but not limited to the following:*

- [Information Privacy Act 2009](#)
- [Privacy Act 1988 \(Cth\).](#)
- *Security Providers Act 1993 (QLD).*
- [Queensland Information Privacy Act 2009 \(QLD\).](#)
- [Work Health & Safety Act 2011 \(QLD\).](#)

#### RESOURCES

- [Department of Education CCTV Procedure and supporting information](#)
- *ISO 31000:2018 Risk Management – Guidelines*
- [Office of the Queensland Information Commissioner Queensland Guideline – Privacy Principles \(Camera Surveillance and Privacy\).](#)
- [National Employment Standards](#)