

Acceptable use of Closed Circuit Television Cameras

The Need:

- Promotion of safe environment for those within the College Community.
- The College recognises the need to ensure a balance between the individual's right to be free from invasion of privacy and the duty to promote a safe environment for all staff and students and the protection of property.

Values and Principals:

- The primary aim is to enhance the safety of the College Community, protect the College property against destructive acts and held identify perpetrators of crimes and anti-social behavior.
- There is a belief that safety and security can be enhanced by the installation of these systems.
- The benefits of obtaining the information substantially outweigh any privacy concerns of those under surveillance.

Direction:

- Establish a process for managing recorded information that ensures the confidentiality and security of any recordings and includes arrangements for providing police with surveillance data to support the investigation of a crime.
- Nominate appropriate authorised College personnel to view recordings.
- Demonstrate compliance with privacy requirements when images are to be viewed and display warning signs to alert visitors that the College is under constant surveillance.
- Any new or additional CCTV system to be installed in the College should comply with both legislative and Catholic Education Office requirements.

Expected Outcomes:

- The community will generally support CCTV surveillance at Southern Cross Catholic College provided that the circumstances warrant its use, adequate consultation has occurred and the installation has been carefully planned.
- Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- **Prohibited uses:**
 - Monitoring of work performance of staff and students
 - Usage in toilets, shower and change rooms or staffrooms