



GUIDELINES FOR THE USE OF CCTV CAMERAS

The Need

- Promotion of safe environment for all of those within the College Community.
- The College recognises the need to ensure 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 Principles

- The primary aim is to protect College property against destructive and criminal acts, enhance the safety of the College Community, and to help identify perpetrators of crimes and anti-social behaviour.
- There is a belief that CCTV cameras, in conjunction with a College alarm system can enhance safety of the College Community and the security of College facilities and resources.
- The benefits of obtaining the information substantially outweigh any privacy concerns of those under surveillance.

Guidelines

- All footage will be kept on a designated server. Footage will be kept for up to one month on this server.
- Only the Principal, Deputy Principal and Assistant to the Principal – Pastoral Care have the authority to access or reproduce any recorded footage. This is only to occur in an event where College property has been stolen, damaged or vandalised, or the health or wellbeing of a college or community member has been harmed or put at risk.
- Footage will not be shared with any individual or entity, except where compelled by law or QPS request.
- Appropriate warning signs will be placed throughout the College grounds and facilities to alert visitors that the College is under constant surveillance.

Prohibited Uses

- Monitoring of work performance of staff and students
- Usage in toilets, shower and change rooms, classroom or staffrooms.